

## **Senior Personal Assistant**

**Scale of Pay - Pay Level 07**

**Upper Age Limit – 35 Years**

### **Essential:**

1. A Bachelor Degree from a recognized University.
2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.
3. Skill test norms
  - (a) Dictation: 10 minutes at an average speed of 100 w.p.m.
  - (b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.
  - (c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication etc.

### **Desirable:**

1. Degree/Diploma in Computer Application/Science.
2. Diploma in Office Management and Secretarial practice.
3. Knowledge of service rules applicable for Central Government establishments.

## **Laboratory Assistant**

**Scale of Pay - Pay Level 04**

**Upper Age Limit – 30 Years**

Should have passed Senior Secondary (10+2) or an equivalent examination with relevant Science Subject

OR

Graduate with relevant subject.

## **Junior Assistant**

**Scale of Pay - Pay Level 02**

**Upper Age Limit – 27 Years**

### **Essential:**

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.
2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

## **Library Attendant**

**Scale of Pay - Pay Level 01**  
**Upper Age Limit – 30 Years**

### **Essential:**

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

### **Desirable:**

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

## **Laboratory Attendant**

**Scale of Pay - Pay Level 01**  
**Upper Age Limit – 30 Years**

### **Essential:**

Should have passed 10<sup>th</sup> or an equivalent examination with science subjects from recognized board.

## Scheme of Examination for Direct Recruitment for the post of Senior Personal Assistant

### Scheme of the Examination:

	Type of Examination	Time:	Max. marks:
<b>Paper-I</b>	MCQ Type	2 hours*	300 marks (150 questions)
<b>Paper-II</b>	Descriptive Type	3 hours*	200 marks
<b>Skill Test</b>	Skills pertaining to subject matter of the concerned post would be assessed. (The manner in which the skills are to be assessed may be determined by the examiner/ group of examiners appointed for the purpose)	Time: 1/2 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only be qualifying in nature.
<b>Total Marks</b>			<b>500</b>

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

### B. Test components:

Paper-I	TEST COMPONENTS	DURATION : 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Questions pertaining to specific area of the post concerned	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
<b>TOTAL</b>		<b>150</b>	<b>300</b>

Paper-II	TEST COMPONENTS	DURATION : 3 hours	
		MARKS	
	Descriptive Type	200	
<b>TOTAL</b>		<b>200</b>	

### C. Syllabus:

#### Paper - I:

- (i) **Questions pertaining to specific area of the post concerned:** The questions will pertain to the specific area/skill of the post concerned. For instance for the post of Assistant Manager, questions will be asked from Hotel Management, for Legal Assistant – questions on Law, for Engineer – questions on Engineering etc.
- (ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (v) **Test of English/Hindi:**  
In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

#### Paper - II:

**Descriptive Type:** The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

<b>Topic</b>	<b>Marks allocated</b>
Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned.	100 marks (10questions x 10 marks) Each question to be answered in 100 words
Situation Test analysis, where the candidates reaction would be sought on a given situation test case	25 marks (200 words)
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	25 marks
Essay	50 marks (500 words)

#### **D. Skill Test:**

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

#### **Note:**

- 1) The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
- 2) The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
- 3) The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
- 4) Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
- 5) There shall be negative marking for wrong answers in Paper I to the tune of 1/4<sup>th</sup> of marks allocated per question.
- 6) Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
- 7) In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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## Scheme of Examination for Direct Recruitment for the post of LABORATORY ASSISTANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of LABORATORY ASSISTANT

### A. Scheme of Examination:

<b>Written Test</b>		
<b>Paper – I (MCQ)</b> General Science & Awareness (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
<b>Paper – II</b> Subject specific laboratory based practical questions	Time: 3 hrs.*	Max. Marks: 150 marks
<b>Skill Test</b> Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department under the direct supervision of HOD/Dean of concerned Faculty/Principal of College. The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific/ humanities experiments/tests, as the case may be in a typical laboratory setup of the concerned department. This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.	Time: 1 hr.	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. This will, however, be only qualifying in nature.
<b>Total Marks (300+150)</b>		<b>450 marks</b>

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

<b>Paper – I</b>	<b>TEST COMPONENTS</b>	<b>DURATION: 2 hours</b>	
		<b>NO. OF QUESTIONS</b>	<b>MARKS</b>
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
<b>TOTAL</b>		<b>150</b>	<b>300</b>

## B. Detailed Syllabus for Paper I:

- (i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.
- (ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (v) **Test of Language English or Test of Language Hindi:**  
In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

## C. Paper - II: Subject specific laboratory based practical questions.

The paper will cover the following areas:

Topic	Marks allocated
<ul style="list-style-type: none"><li>• Subject specific laboratory based practical questions</li><li>• Knowledge of Computers with special reference to knowledge of word processing, data analysis packages</li></ul>	<b>Section 1 - MCQ</b> 100 marks (50 questions)  <b>Section 2 – Descriptive</b> 50 marks (5 questions)

## D. Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.

This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc.

**Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in MCQ based questions to the tune of 1/4th of marks allocated per question.
6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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## Scheme of Examination for Direct Recruitment for the post of LABORATORY ATTENDANT

The following shall be the scheme of examination, components of written test and its syllabus for the post of **LABORATORY ATTENDANT**

### A. Scheme of Examination:

<b>Written Test</b>		
<b>Objective Type (MCQ)</b> General Science and Awareness (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
<b>Total Marks</b>		<b>300 marks</b>

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General Science	60	120
(ii)	General Awareness	20	40
(iii)	Reasoning Ability	20	40
(iv)	Mathematical Ability	30	60
(v)	Test of Language English or Hindi	20	40
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

### B. Detailed Syllabus:

- (i) **General Science:** Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. The questions may be from all the spheres of science, however, emphasis would be on the field of science pertaining to the department for which the candidate is being assessed. In case of appointment in departments under the Faculty of Arts/Social Sciences/Mathematical Sciences questions pertaining to the subject matter of the concerned department may also be included.
- (ii) For Computer Laboratory Attendant the questions may be based on computer science and computer applications.
- (iii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iv) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(v) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(vi) **Test of Language English or Test of Language Hindi:**

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

**Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. There shall be negative marking for wrong answers in MCQ based questions to the tune of  $1/4^{\text{th}}$  of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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## Scheme of Examination for Direct Recruitment to the Post of Junior Assistant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant and equivalent** by direct recruitment:

### A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:*	Max marks:
<b>Paper-I</b>	MCQ Type	3 hours	200 (200 questions)
<b>Paper-II</b>	Essay & Comprehension test	1.5 hour	100
<b>Total Marks</b>			<b>300</b>

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

### B. Test components:

Paper-I	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
<b>TOTAL</b>		<b>200</b>	<b>200</b>

Paper-II	TEST COMPONENTS	DURATION : 1 hour
		MARKS
	Essay, comprehension & letter writing	100
<b>TOTAL</b>		<b>100</b>

SKILL TEST	TEST COMPONENTS	DETAILS
		On spot typing test

\* **PwBD** candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.

## C. Syllabus:

### Paper I:

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) **Test of English or Hindi:**  
In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

### Paper – II:

**Essay, comprehension & letter writing:** This test is meant for testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

### Skill Test:

The typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

### Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for **SC/ST/ PwBD** category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts for the purpose of shortlisting the candidates for skill test.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of 1/4th of marks allocated per question.

6. Merit list shall be drawn only for candidates who qualify Paper I, Paper II and skill test, separately. The Merit list shall be drawn on the basis of combined scores of Paper I and Paper II only.
7. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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## Scheme of Examination for Direct Recruitment to the post of Library Attendant

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of **Library Attendant** by the direct recruitment:

### A. Scheme of Examination:

Written Test		
Objective Type (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 3 hrs.*	Max. Marks: 300 marks
<b>Total Marks</b>		<b>300 marks</b>

\*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Objective Type (MCQ)	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
	<b>TOTAL</b>	<b>150</b>	<b>300</b>

### B. Detailed Syllabus:

- (i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.
- (ii) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.
- (iii) **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

- (iv) **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (v) **Test of Language English or Test of Language Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

**Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for the written test shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/ PwBD category. If the number of candidates qualifying is more than 30 times the advertised posts, the merit list would be restricted to 30 times the advertised posts.
4. There shall be negative marking for wrong answers in written test to the tune of 1/4<sup>th</sup> of marks allocated per question.
5. Merit list shall be drawn only for candidates who qualify written test.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
  - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
  - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

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