

- 13.8.9 **It will be mandatory for the candidates to qualify all the sections of Tier-II.**
- 13.8.10 Tier-II will consist of Objective Type/Multiple choice questions, except for Section-IV. The questions will be set in English, Hindi and any language opted by the candidate in the application form, as given at Annexure- XVI except for Part-A (i.e. English Language and Comprehension module) in Section-II.
- 13.8.11 There will be negative marking of 1 mark for each wrong answer in Section-I, Section-II and Section-III. Candidates are, therefore, advised to keep this in mind while answering the questions.
- 13.8.12 Section-III i.e. Computer Knowledge Test is mandatory but qualifying in nature.
- 13.8.13 Section-IV i.e. Skill Test/ Typing Test:
- 13.8.13.1 Section-IV will include conducting of Skill Test/ Typing Test in Session-II on the same day.
- 13.8.13.2 Skill Test/ Typing Test will be of qualifying nature.
- 13.8.13.3 Skill Test/ Typing Test will be evaluated as per the evaluation guidelines available on the website of the Commission.
- 13.8.13.4 Errors in the Skill Test will be calculated up to 2 decimal places.
- 13.8.13.5 Skill Test/ Typing Test will be conducted as per the following scheme:
- 13.8.13.6 **Skill Test for Data Entry Operator:**
- (i) Skill Test is mandatory for Data Entry Operators. No candidate is exempted from appearing in the Skill Test.
- (ii) **Part A - Skill Test for the post of DEO/ DEO Grade 'A' in Department/ Ministry mentioned at Para 8.1:** The 'speed of 15000 (Fifteen Thousand) Key Depressions per hour on Computer' will be adjudged on the basis of the correct entry of words/ key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 3700-4000 key-depressions would be given to each candidate who would enter the same in the Computer. The passage to be entered in the computer may also be displayed on the computer screen.
- (iii) **Part B - Skill Test for the post of DEO/ DEO Grade 'A' except in Department/ Ministry mentioned at Para 8.1:** 'Data Entry Speed of 8,000 (Eight Thousand) Key Depressions per hour on Computer' will be adjudged on the basis of the correct entry of words/ key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 2000-2200 key-depressions would be given to each candidate who would enter the same in the Computer. The passage to be entered in the Computer may also be displayed on the computer screen.
- (iv) Candidates eligible for scribe as per **Para 7.1, 7.2 and 7.3** will be given compensatory time of 5 minutes. Therefore, duration of Skill Test for such candidates will be 20 minutes.
- 13.8.13.7 **Part C - Typing Test for other posts i.e. LDC/ JSA:**
- (i) The medium of Typing Test will be Hindi or English. The candidates will have to opt for the medium of Typing Test (i.e. either Hindi or English) in the online Application Form.

- (ii) The choice of Typing Test given by the candidate in the online Application Form shall be treated as final and no change in the medium of Typing Test will be entertained later.
- (iii) Candidates opting for English medium should have typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively.
- (iv) The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.
- (v) Candidates eligible for scribe as per **Para 7.1, 7.2 and 7.3** will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes.
- (vi) Passage Dictators will be provided to those VH candidates for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.
- (vii) Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the Commission, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure-XIV**) to the Commission from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure-XI** to **Annexure-XIII** of the Notice of Examination, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Commission.

### 13.9 **Indicative Syllabus (Tier-I):**

- 13.9.1 **English Language:** Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.
- 13.9.2 **General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.
- 13.9.3 **Quantitative Aptitude:**
  - 13.9.3.1 **Number Systems:** Computation of Whole Number, Decimal and

Fractions, Relationship between numbers.

- 13.9.3.2 **Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.
- 13.9.3.3 **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.
- 13.9.3.4 **Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.
- 13.9.3.5 **Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.
- 13.9.3.6 **Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like  $\sin^2\theta + \cos^2\theta = 1$  etc.,
- 13.9.3.7 **Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.
- 13.9.4 **General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.
- 13.9.5 For VH candidates of 40% and above visual disability, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence and Quantitative Aptitude parts.

## 13.10 **Indicative Syllabus (Tier-II):**

### 13.10.1 **Mathematical Abilities:**

- 13.10.1.1 **Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
- 13.10.1.2 **Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.
- 13.10.1.3 **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.
- 13.10.1.4 **Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.
- 13.10.1.5 **Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere,

Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

13.10.1.6 **Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like  $\sin 2\theta + \cos 2\theta = 1$  etc.

13.10.1.7 **Statistics and probability:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities.

### 13.10.2 Reasoning and General Intelligence:

13.10.2.1 Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and decoding, Numerical operations, Other sub- topics, if any.

### 13.10.3 English Language And Comprehension:

13.10.3.1 Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage. To test comprehension, two or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other paragraph should be based on current affairs editorial or a report.

### 13.10.4 General Awareness:

13.10.4.1 Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

### 13.10.5 Computer Knowledge/Proficiency:

13.10.5.1 **Computer Basics:** Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back- up devices, PORTs, Windows Explorer, Keyboard shortcuts.

13.10.5.2 **Software:** Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc..

13.10.5.3 **Working with Internet and e-mails:** Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

13.10.5.4 **Basics of networking and cyber security:** Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

13.10.6 **For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the Mathematical Abilities and Reasoning and General Intelligence modules.**

**14. Admission to the Examination:**

14.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificates (AC) for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.

14.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). The certificates/documents in support of their Educational Qualifications and Caste/Category, etc. shall be sought at the time of Document Verification by the Indenting User Ministries/Departments/Organizations. Physical and medical standards will be ascertained by the User Departments after the declaration of result. Candidates may also note that they would be required to submit their certificates/ documents of EQs/ caste/ category, etc. as and when sought by the User Ministry/Department/ Organization. After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled.

14.3 Admission Certificates for all stages of examination will be issued online on the websites of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission (*i.e.* <https://ssc.gov.in>) and Regional Office concerned of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at para- 12.1).

14.4 Information about the Examination indicating the time table and City of examination for the candidates will be uploaded on the website of the Commission about 10 days before the date of examination. If any candidate does not find his detail on the website of the Commission, one week before the date of examination, he must immediately contact the Regional Office concerned of the Commission with proof of having submitted his application. Failure to do so will deprive him of any claim for consideration.

14.5 Candidate must write Registration Number, Roll Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

14.6 Facility to download Admission Certificates will be made available 2-3 days before the examination on the website of the Commission. Candidate must bring printout of the Admission Certificate to the Examination Hall.

14.7 **The candidates, who have not undergone Aadhaar Based Authentication, will be required to report at the examination Centre two (02) hours before the scheduled start of examination.** In addition to the Admission Certificate, it is