13.3 The Commission will endeavour to accommodate the candidates in centers opted by them. However, the Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

14. **Scheme of Examination:**

14.1 The Computer Based Examination will be conducted in two tiers as indicated below:

14.1.1 Tier-I

14.1.2 Tier-II

14.2 Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be normalized by using the formula published by the Commission vide Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.

14.3 Tentative Answer Keys of the Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs 100/- per question. Any representation regarding the Answer Keys received through the online modality within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. Representations on the matter received through any other modalities e.g. letter, application, email, etc. will not be entertained.

14.4 The schedule of examinations indicated in the Notice is tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.

14.5 In the question papers, wherever necessary, the Metric systems of weights and measures will be used.

14.6 There shall be no provision for re-evaluation/ re-checking of the scores of any stage/ Tier(s) of the examination. No correspondence in this regard shall be entertained.

14.7 In case of any difference/ discrepancy/dispute in the Questions between English and the opted language, the content of English version shall prevail.

14.8 **Scheme of Tier-I Examination:**

Tier	Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
I	I	English Language (Basic Knowledge)	25/ 50	60 Minutes (80 Minutes for candidates eligible for scribe as per Para 8.1 and 8.2)
	II	General Intelligence	25/ 50	
	III	Quantitative Aptitude (Basic Arithmetic Skill)	25/ 50	
	IV	General Awareness	25/ 50	

14.8.1 The Tier-I Examination will consist of Objective Type, Multiple choice questions only. The questions will be set in English and Hindi for Part-II, III & IV.

14.8.2 There will be negative marking of 0.50 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

14.9 **Scheme of Tier-II Examination:**

Tier	Session	Subject	Number of Questions	Maximum Marks	Time allowed
II	**Session-I (2 hours and 15 minutes)**	**Section-I:** **Module-I:** Mathematical Abilities **Module-II:** Reasoning and General Intelligence.	30 30 Total = 60	60*3 = 180	1 hour (for each section)
		Section-II: **Module-I:** English Language and Comprehension **Module-II:** General Awareness	40 20 Total = 60	60*3 = 180	(1 hours and 20 minutes for the candidates eligible for scribe as per Para-8.1 and 8.2)
		Section-III: **Module-I:** Computer Knowledge Module	15	15*3 = 45	15 Minutes (20 minutes for the candidates eligible for scribe as per Para-8.1 and 8.2)
	Session-II	**Section-III:** **Module-II:** Skill Test/ Typing Test Module	**Part A:** Skill Test for DEOs.	-	15 Minutes (20 minutes for the candidates eligible for scribe as per Para-8.1 and 8.2)
			Part B: Typing Test for LDC/ JSA.	-	10 Minutes (15 minutes for the candidates eligible for scribe as per Para-8.1 and 8.2)

14.9.1   Tier-II will include following three sections having two modules each:

     14.9.1.1   **Section-I:**

       14.9.1.1.1   **Module-I:** Mathematical Abilities

       14.9.1.1.2   **Module-II:** Reasoning and General Intelligence.

     14.9.1.2   **Section-II:**

       14.9.1.2.1   **Module-I:** English Language and Comprehension

       14.9.1.2.2   **Module-II:** General Awareness

     14.9.1.3   **Section-III:**

       14.9.1.3.1   **Module-I:** Computer Knowledge Test

       14.9.1.3.2   **Module-II:** Skill Test/ Typing Test

14.9.2   Tier-II will be conducted in two sessions - Session –I & Session-II, on same day. Session-I will include conducting of Section-I, Section-II and Module-I of Section-III. Session-II will include conducting of Module-II of Section-III.

14.9.3   **It will be mandatory for the candidates to qualify all the sections of Tier-II.**

14.9.4   Tier-II will consist of Objective Type, Multiple choice questions, except for Module-II of Section-III. The questions will be set in English and Hindi except for Module-II (i.e. English Language and Comprehension module) in Section-II.

14.9.5   There will be negative marking of 1 mark for each wrong answer in Section-I, Section-II and Module-I of Section-III. Candidates are, therefore, advised to keep this in mind while answering the questions.

14.9.6   Module-I of Section-III i.e. Computer Knowledge Test is mandatory but qualifying in nature.

14.9.7   **Module-II of Section-III i.e. Skill Test/ Typing Test:**

     14.9.7.1   Module-II of Section-III will include conducting of Skill Test/ Typing Test in Session-II on the same day.

     14.9.7.2   Skill Test/ Typing Test will be of qualifying nature.

     14.9.7.3   Errors in the Skill Test will be calculated up to 2 decimal places.

     14.9.7.4   Skill Test/ Typing Test will be conducted as per the following scheme:

     14.9.7.5   **Skill Test for Data Entry Operator:**

       14.9.7.5.1   Skill Test is mandatory for Data Entry Operators. No candidate is exempted from appearing in the Skill Test.

       14.9.7.5.2   **Part A - Skill Test for the post of DEO/ DEO Grade 'A':** '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.

       14.9.7.5.3   Candidates eligible for scribe as per Para 8.1 and 8.2 will be given

compensatory time of 5 minutes. Therefore, duration of Skill Test for such candidates will be 20 minutes.

14.9.7.6 **Part B - Typing Test for other posts i.e. LDC/ JSA:**

14.9.7.6.1   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.

14.9.7.6.2   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.

14.9.7.6.3   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.

14.9.7.6.4   The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.

14.9.7.6.5   Candidates eligible for scribe as per Para 8.1 and 8.2 will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes.

14.9.7.6.6   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.

14.9.7.6.7   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.

14.10   **Indicative Syllabus (Tier-I):**

14.10.1   **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.

14.10.2   **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 .

14.10.3 **Quantitative Aptitude:**

14.10.3.1 **Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

14.10.3.2 **Fundamental arithmetical operations**: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

14.10.3.3 **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

14.10.3.4 **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.

14.10.3.5 **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.

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

14.10.3.7 **Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

14.10.4 **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.

14.10.5 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.

14.11 **Indicative Syllabus (Tier-II):**

14.11.1 **Module-I of Session-I (Mathematical Abilities):**

14.11.1.1 **Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

14.11.1.2 **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.

14.11.1.3 **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

14.11.1.4 **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.

14.11.1.5 **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.

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

14.11.1.7 **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

14.11.2 **Module-II of Section-I (Reasoning and General Intelligence):**

14.11.2.1 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 de-coding, Numerical operations, Other sub-topics, if any.

14.11.3 **Module-I of Section-II (English Language And Comprehension):**

14.11.3.1 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.

14.11.4 **Module-II of Section-II (General Awareness):**

14.11.4.1 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.

14.11.5 **Module-I of Section-III of Paper-I (Computer Proficiency):**

14.11.5.1 **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.

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

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

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

14.11.6 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.

15. **Admission to the Examination:**

15.1 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) by the Regional Offices of the Commission for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.

15.2 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 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 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.

15.3 Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (i.e. https://ssc.nic.in) and Regional Office concerned of the Commission under whose jurisdiction the examination centres opted by the candidate are located (detail at para-13.1).

15.4 Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on the websites of the Regional Office concerned of the Commission about two weeks before the date of examination. If any candidate does not find his detail on the website of the Commission, one week