

13.3 Paper-I (Computer Based Examination-Objective Type):

Dates of Computer Based Examination (Tier-I)	Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
02-08-2019 to 06-09-2019	I	General English	25/ 25	90 Minutes (120 Minutes for candidates eligible for scribes as per para 8.1 and 8.2)
	II	General Intelligence & Reasoning	25/ 25	
	III	Numerical Aptitude	25/ 25	
	IV	General Awareness	25/ 25	

- 13.3.1 Paper-I will consist of Objective Type, Multiple choice questions only. The questions will be set both in English & Hindi for Part-II, III & IV.
- 13.3.2 There will be negative marking of 0.25 marks for each wrong answer.
- 13.3.3 Answer Keys, in due course after the Computer Based Examination, will be placed on the website of the Commission (<https://ssc.nic.in>). Any representation regarding answer keys received within the time limit fixed by the Commission at the time of uploading of the answer keys, will be scrutinized and the decision of the Commission in this regard will be final. No representation regarding Answer keys shall be entertained, afterwards.
- 13.3.4 Marks scored by candidates in Paper-I will be normalized by using the formula published by the Commission through 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.

13.4 Paper-II (Descriptive):

Subject	Maximum Marks	Time Duration
Short Essay/Letter in English or in any language included in the 8th schedule of the Constitution.	50	30 minutes (40 minutes for the candidates eligible for scribes as per Para 8.1 and 8.2).

- 13.4.1 Paper-II will be of descriptive type in which the candidate will be required to write a short essay or letter in English or any language included in the VIII Schedule of the Constitution.
- 13.4.2 Paper-II will only be of qualifying nature and is intended to test elementary language skills in view of categorization of the post as Group-C and in view of job requirements. However, marks scored by the candidates in Paper-II will be used to decide merit in case more than one candidate score equal normalized marks in Paper-I.
- 13.4.3 Paper-II will be held only for those candidates who meet the cut-off prescribed by the Commission in Paper-I for different categories.
- 13.5 **Indicative Syllabus for Computer Based Examination (Paper-I):**
- 13.5.1 Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.
- 13.5.2 **English Language:** Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability would be tested.
- 13.5.3 **General Intelligence and Reasoning:** It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- 13.5.4 **Numerical Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.
- 13.5.5 **General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of

an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

13.5.6 For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the Paper.

13.6 **Paper-II:** The Paper will be set in Hindi, English and in other languages mentioned in the VIII Schedule of the Constitution as given in Annexure-XIV, to test basic language skills commensurate with the educational qualification prescribed for the post. Candidates will be required to write one short essay/ letter.

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 Certificate (AC) for appearing in the Computer Based Examination (Paper-I). Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examination.

14.2 Admission Certificate will be issued by the Regional/ Sub-Regional Office having jurisdiction over the Examination Centres opted by the candidate.

14.3 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. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Commission's decision shall be final.

14.4 Admission Certificates for the Examination will be uploaded on the website of the concerned Regional/ Sub-Regional Office of the Commission. Admission Certificates will not be issued by post for any stage of examination. Therefore, the candidates are advised to visit the website of concerned Regional Office and SSC-HQ regularly for updates and information about the examination.

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

14.6 Candidate must write his/ her Registration-ID, registered Email-ID and Mobile Number along with his/ her 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.

14.7 Facility for downloading of Admission Certificates will be available about one week before the examination on the website of concerned Regional/ Sub-Regional Office. Candidate must bring printout of the Admission Certificate to the Examination Hall.

14.8 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof such as:

14.8.1 Aadhaar Card/ Printout of E-Aadhaar,

14.8.2 Voter's ID Card,

14.8.3 Driving License,

14.8.4 PAN Card,

14.8.5 Passport,

14.8.6 School/ College ID Card,

14.8.7 Employer ID Card (Govt./ PSU/ Private), etc

14.9 PwD candidates availing the facility of scribes as per paras 8.2 and 8.4 shall also be required to carry required Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without above noted documents will not be allowed to appear in the examination.

15 **Document Verification (DV):**

15.1 All the candidates qualified for Document Verification are required to appear for Document Verification along with the original documents as mentioned at para no: 15.3.

15.2 Candidates have to bring two passport size recent colour photographs and one original Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be:

15.2.1 Aadhaar Card/ Printout of E-Aadhaar.

15.2.2 Voter ID Card.

15.2.3 PAN Card.

15.2.4 Passport.

15.2.5 Driving License.

15.2.6 Government School/ College ID Card.

15.2.7 Employer ID (Govt./ PSU)

15.3 Candidates will have to submit copies of various documents like:

15.3.1 Matriculation/ Secondary Certificate.

15.3.2 Educational Qualification Certificate.

15.3.3 Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.

15.3.4 Caste/ Category Certificate, if belongs to reserved categories.

15.3.5 Persons with Disabilities Certificate in the required format, if applicable.

15.3.6 For Ex-Servicemen (ESM):

15.3.6.1 Undertaking as per **Annexure-V**.

15.3.6.2 Serving Defence Personnel Certificate as per **Annexure-IV**, if applicable.

15.3.6.3 Discharge Certificate, if discharged from the Armed Forces,

15.3.7 Relevant Certificate if seeking any age relaxation.

15.3.8 No Objection Certificate, in case already employed in Government/ Government undertakings.

15.3.9 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:

15.3.9.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along

with a joint photograph duly sworn before the Oath Commissioner;

15.3.9.2 In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

15.3.9.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.

15.3.9.4 In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

15.3.10 Any other document specified in the Admission Certificate for DV.

16 Preferences of States/ Union Territories (UTs):

16.1 The candidates selected through this examination will be posted in different Ministries/ Departments/ Offices of the Government of India in various States/ UTs. The candidates are required to give preferences of States/ UTs, in the order of priority, in the online application form. State/ UT codes for giving preferences are given at **Annexure-XV**.

16.2 Candidates can give preferences for all the States/ UTs listed in **Annexure-XV** or give limited preferences as per their choice/ convenience. If a candidate wishes to opt for the limited preferences, then he/ she has to fill 'no choice' i.e. 'X' in the remaining columns/ boxes for giving preferences. For example, if a candidate wishes to opt for only three States/ UTs of Delhi, Rajasthan and Haryana, in that order of priority, then he/ she has to give preferences as F,G,C,X,X,X.....

16.3 **Candidates will be considered for selection against the vacancies of only those States/ UTs for which they have given their preference in the online Application Form. If a candidate has opted for all the States/ UTs, he/ she will be considered for the vacancies of all the States/ UTs. However, if a**