should select the centres, carefully and indicate the same correctly in their applications.

12.3 The Commission will endeavour to accommodate the candidates in centres 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.

12.4 The Regional Office, having jurisdiction over the Examination Centres opted by the candidate, will issue Admission Certificate to the candidate for the examinations. All other activities related to this recruitment will be handled by the said Regional Office.

13 <u>Scheme of Examination:</u>

13.1 The examination will consist of a Computer Based Examination (Paper-I) and a Descriptive Paper (Paper-II).

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

13.3 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

13.4 **Paper-I (Computer Based Examination):**

Part	Subject	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
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	

13.4.1 Paper-I will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi for Part-II, III & IV.

13.4.2 There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

13.4.3 Marks scored by candidates in Paper-I (Computer Based Examination), if conducted in multiple shifts, 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.

13.4.4 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 stipulated time limit on payment of Rs 100/- per question. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final.

13.5 **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).

13.5.1 Paper-II will be of descriptive type in 'Pen and Paper' Mode in which the candidates will be required to write a short essay or letter in English or any language included in the Schedule-VIII of the Constitution.

13.5.2 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.

13.5.3 Paper-II will be held only for those candidates who meet the cut-off prescribed by the Commission in Paper-I for different categories.

13.5.4 In Paper-II, candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.

13.5.5 Candidates must not write any personal identity e.g. name, roll number, mobile number, address, etc. inside the Answer Book (Paper-II). Failure to adhere to these instructions will be treated as Unfair Means (UFM) and such candidates will

be awarded zero marks and their candidature will be rejected.

13.6 **Indicative Syllabus for Computer Based Examination (Paper-I):**

13.6.1 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 also be of similar standard.

13.6.2 **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.

13.6.3 **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.

13.6.4 **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.

13.6.5 **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.

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

13.7 **Paper-II**: The Paper will be set in Hindi, English and in other languages mentioned in the Schedule-VIII of the Constitution as given in **Annexure-XIII**, 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 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 must to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Document Verification. Physical and medical standards will be ascertained by the User Departments after the declaration of result. 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.

14.3 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 concerned Regional Office 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/ Centre of examination for the candidates will be uploaded on the websites of the concerned 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 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.

14.5 Candidates must write Registration-ID, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission.

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