

- (c) 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. Scheme of Examination

- (a) The details of the Computer Based Examination are mentioned below:

Date of Exam	Part	Subject	No. of Questions	Maximum Marks	Total Duration
29.03.2021 to 31.03.2021	I	General Intelligence & Reasoning	50	50	2 Hours (2 hours and 40 minutes for the candidates eligible for scribe as per Para-7 (a) and 7 (b) above)
	II	General Awareness	50	50	
	III	English Language and Comprehension	100	100	

- (b) Question paper will be of Objective Type Multiple Choice only. The questions will be set both in English & Hindi.
- (c) 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.
- (d) Marks scored by candidates in the Computer Based Examination 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.
- (e) 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.
- (f) The dates of examination indicated in the Notice are tentative. Any change in the schedule of examination will be informed to candidates only through the website of the Commission.
- (g) There shall be no provision for re-evaluation/ re-checking in the Examination. No correspondence in this regard shall be entertained.

## 13. Indicative Syllabus for Computer Based Mode Examination:

- (a) **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and 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.

- (b) **General Awareness:** Questions will be designed to test the ability of the candidates 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 Neighboring 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.
- (c) For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.
- (d) **English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/ her writing ability, would also be tested.
- (e) **Skill Test in Stenography:**
- (i) The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Skill Test for Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the online Application Form) at the speed of 100 word per minute (w.p.m) for the post of Stenographer Grade 'C' and 80 w.p.m. for the post of Stenographer Grade 'D'. The matter will have to be transcribed on computer. The transcription time is as follows:

S. No.	Post	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates eligible for scribe as per Para-7 (a) and 7 (b) above
1	Stenographer Grade 'D'	English	50	70
2	Stenographer Grade 'D'	Hindi	65	90
3	Stenographer Grade 'C'	English	40	55
4	Stenographer Grade 'C'	Hindi	55	75

- (ii) Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by appointing departments. Candidates have to work as English/ Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination.
- (iii) The Skill Test will be held at the Commission's Regional Offices or at other Centre(s) as may be decided by the Commission.

- (iv) Detailed instructions, if any, regarding Skill Test will be provided by the concerned Regional Offices of the Commission to the candidates called for the Skill Test.
- (v) Standard instructions regarding modality of evaluation of Skill Test is available at the Candidate's Corner Section on the Commission's website.

#### **14. Admission to the Examination:**

- (a) 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 the 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.
- (b) 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, age, 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 online Application is not found substantiated, the candidature will be cancelled and the Commission's decision in this regard shall be final.
- (c) Admission Certificates for the Examination will be uploaded on the website of the concerned Regional Office of the Commission. Admission Certificate will not be issued by post for any stage of examination. 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 (details at para-11(a)) for updates and information about the examination.
- (d) 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.
- (e) Candidates must write Registration 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.
- (f) Facility for download of Admission Certificates will be available 3-7 days before the examination on the website of concerned Regional Office. Candidate must bring printout of the Admission Certificate to the Examination Hall.
- (g) In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:
  - i. Aadhaar Card/ Printout of E-Aadhaar,
  - ii. Voter's ID Card,