

13. Scheme of Examination:

The examination will consist of a Computer Based Examination (Tier-I), Descriptive Paper (Tier-II) and Typing Test/ Skill Test (Tier-III).

Computer Based Examination: Tier-I (Objective Type):

Dates of Computer Based Exam (Tier-I)	Part	Subject (Not in sequence)	Maximum Marks	Time Duration (For all four Parts)
04.03.2018 to 26.03.2018	I	English Language (Basic Knowledge) (25 questions)	50	60 Minutes For VH/ OH (afflicted by Cerebral Palsy and OH with deformity in writing hand (Pl. see Para 7 of notice).- 80 Minutes
	II	General Intelligence (25 questions)	50	
	III	Quantitative Aptitude (Basic Arithmetic Skill) (25 questions)	50	
	IV	General Awareness (25 questions)	50	

This examination tier will consist of Objective Type - Multiple choice questions only. The questions will be set both in English & Hindi for Part-II, III & IV.

There will be negative marking of 0.50 marks for each wrong answer.

Answer Keys, in due course after the written examination, will be placed on Commission's website. 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.

The Commission reserves the right to introduce additional stage of examination which would be notified at suitable time, if considered necessary.

13.1 Indicative Syllabus for Computer Based Examination (Tier-I):

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, Other sub-topics, if any Numerical operations.

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.

Quantitative Aptitude:

Arithmetic:

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

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.

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

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.

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

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

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

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.

For VH candidates of 40% and above visual disability and opting for SCRIBES there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence & Reasoning/ Quantitative Aptitude.

Tier-II (Descriptive Paper)

Tier-II Paper will be a descriptive Paper of 100 Marks in 'Pen and Paper Mode

The duration of the paper would be for **one hour (20 minutes compensatory time will also be provided to the candidates mentioned in Para 7 above)**. This paper has been introduced to assess the writing skills of the candidates which is necessary in Government jobs. The Paper would comprise writing of an Essay of 200-250 words and Letter/ Application of approximately 150-200 words. The minimum qualifying marks in Tier-II would be 33 per cent. The performance in Tier II would be included for preparing merit. The paper will have to be written either in Hindi or in English. Part paper written in Hindi and Part in English will not be evaluated.

Tier-III Examination

Tier-III of the Examination would be the Skill Test/ Typing Test which would be of qualifying nature. Skill Test/ Typing Test would be in consonance with the provisions contained in para 12.2 and 12.3 given below. The final merit of the successful candidates would be determined on the basis of total score obtained by them in Tier-I and Tier-II.

13.2 Skill Test for Data Entry Operator:

- i. Data Entry Speed of 8,000 (eight thousand) Key Depressions per hour on Computer.
- ii. For post of Data Entry Operator in the Office of the Comptroller and Auditor General of India (C&AG):- A speed Test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on Computer

The 'Speed of 8000 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.

For the post of Data Entry Operator in the Office of the Comptroller and Auditor General of India (C&AG): The 'speed of 15000 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.

VH/ OH (afflicted by Cerebral Palsy) and OH with deformity in writing hand (with 40% disability and above) will be allowed 35 minutes including compensatory time 20 minutes for the Skill Test.

The "Data Entry Speed" Skill Test would be of qualifying nature. Candidates allowed to take this test, will have to qualify the test at the prescribed speed on Computer, to be provided by the Commission or the agency authorized by the Commission to conduct such Skill Test at the centre/ venue so notified.

Only those candidates, who secure at least the minimum qualifying marks in the Computer Based Examination (Tier-I) and Descriptive Paper (Tier-II), as may be fixed by the Commission at its discretion, will be called for Skill Test. The Commission may also at its discretion, fix qualifying marks in each component of the written examination.

Provided that candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, ExS and PwD categories may be called for the Skill Test by the Commission by applying relaxed standards if the Commission is of the opinion that sufficient number of candidates of these categories are not likely to be available for the Skill Test on the basis of qualifying criteria for general category candidates in order to fill up the vacancies reserved for these categories.

Only such candidates who qualify in the Skill Test at a speed of not less than 8000/15000 key depressions per hour (as applicable) will be eligible, after their document verification, for being recommended for appointment as per their position in the merit list.

None of the candidates including PwD candidates who qualify in the written part of the examination will be exempted from the Skill Test as passing of the Skill Test is a precondition and one of the essential qualifications for appointment to the post of Data Entry Operator.

Central Government civilian employees availing age relaxation must furnish "No Objection Certificate" from their Employer/ Office at the time of the Document Verification/ Skill Test, failing which the benefit of age relaxation will not be allowed to such candidates and they will not be allowed to appear in the Skill Test.

The Skill Test will be held at the Commission's Regional Offices or other centers as may be decided by the Commission.

13.3 Typing Test for LDC/ JSA and Postal Assistant/ Sorting Assistant:

Typing Test will be conducted for those candidates who qualify in the Computer Based Examination (Tier-I) and Descriptive Paper (Tier-II). Such Typing Test will be conducted in English or Hindi and candidates while applying for the Examination, will have to indicate his/ her choice/ option for Skill Test Medium in the Application Form.

Typing Test will be administered on the Computer, to be provided by the Commission or any agency authorized by the Commission.

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.

The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes. VH/ OH (afflicted by Cerebral Palsy) and OH with deformity in writing hand (with 40% disability and above) will be allowed 30 minutes including compensatory time 20 minutes.

Passage Dictators will be provided to VH candidates for the Typing test. The Passage Dictator will read out the passage to VH candidate within the allotted time period. Further, Passage Dictators will be allowed for Typing Test only to those VH candidates who have taken Scribe in the written examination.

35 w.p.m. and 30 w.p.m. corresponds to 10500 key depressions per hour and 9000 key depressions per hour respectively.

OH 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 to the Commission from the competent Medical Authority, i.e., the Civil Surgeon declaring him/ her to be permanently unfit for the Typing Test because of a physical disability.

If an OH candidate who submits a Medical Certificate from the Medical Board attached to VRC for PwD persons or from the Medical Board attached to Special Employment Exchange for PwD persons, his/ her claim for exemption from Typing Test would be accepted. However, if, he/ she submits Medical Certificate from Civil/ Orthopaedic Surgeon, his/ her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/ Special Employment Exchange for PwD persons for clearance.

OH Candidates seeking exemption from Typing test on medical ground must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per Annexure-VII of this Notice of Examination (Form II & IV) at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Commission.

If any candidate does not opt for any medium for typing, his option will be deemed to be for English medium.

Only those candidates who secure at least the minimum qualifying marks in the Computer Based Examination (Tier-I) and Descriptive Paper (Tier-II), as may be fixed by the Commission at its discretion, will be called for Typing Test. The Commission may also, at its discretion, fix the minimum qualifying marks in each component of the written examination.

14. In accordance with the directions issued by DoPT vide its O.M. dated 21.06.2016 for increasing assess of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make available-scores and ranking of candidates in the recruitment examination through its portal. Accordingly, it had been decided that apart from Roll Number-scores, ranking of the candidates in the final examination-the name of parents/husband, educational qualification, date of birth, category, sex (male/female), total marks in qualifying examination, complete address including e-mail

address will be made public after the declaration of final result. However, the candidates will have the option of opting out from this information to disclose publicly at the time of filling up the application.

15. General instructions to be complied by the candidates:

Candidates must write the papers/ indicate the answers in their own handwriting.

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

Use of mobile phone, calculator and other electronic gadgets and accessories is not permitted. Therefore, these should not, be brought inside the Examination Premises/ Venue.

Candidature of any candidate found to possess mobile phones or any other means of wireless communication or related accessories either in working or switched off mode, shall be cancelled forthwith. This will also invite further penal action as per the policy of the Commission.

The Candidates are advised to desist from use of any unfair method in the examination which will render them ineligible for further consideration for the examination and also lead to their debarment from Commission's examinations in future beside inviting criminal prosecution.

16. Admission to the Examination:

Information about the Examination indicating the time table and city/ centre of examination for each candidate 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 (s) of the commission with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration. Facility for download of Admission Certificate will be available at least one week before the examination on the website of concerned Regional/ Sub-Regional Office.

The photographs used by the candidates must be a recent, relaxed face, and the picture should be in colour, against a light-coloured, preferably white, background. If flash is used then ensure that there is no red-eye and, in case of glasses, your eyes should be visible. The face should not cover less than 80 % of the entire photo.

It is compulsory to carry a Photo ID such as Voter's ID, Driving License, ID Cards issued by Government or other Offices where the candidates may be working. Candidates without such ID cards will not be allowed entry into the examination halls/ Skill Test venues.

Candidates should bring 3 passport size photographs for affixing it in the Commission's copy of Admission Certificate in the presence of Invigilator, if required. Candidates not carrying photographs will not be allowed to appear in the examination. Candidates are advised to keep sufficient copies of the same photograph, which was uploaded in the online application form, with them till the completion of entire examination process to facilitate easy identification.

17. Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should neither attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor submit a tampered/ fabricated document.

Without prejudice to criminal action/ debarment from Commission's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect