12. Scheme of Examination

(a) The details of computer based examination are mentioned below:

Date of Exam	Part	Subject	No. of Questions	Maximum Marks	Total Duration
05.05.2020 to 07.05.2020	I	General Intelligence & Reasoning	50	50	2 Hours (2 hours and 40 minutes for the candidates who are allowed use of 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.

(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 question.

(d) Marks scored by candidates in Computer Based Examination 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.

(e)   Tentative Answer Keys will be placed on the Commission's website after the Examination. Candidates may go through the Answer Keys and submit representations, if any, within the time limit given by the Commission through on-line modality only, on payment of Rs 100/- per question. 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 before finalizing the Answer Keys and the decision of the Commission in this regard will be final. No representation regarding Answer Keys shall be entertained later.

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 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 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 opting for scribe 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 for the next stage will have to appear for the Skill Test in Stenography. The candidates

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    (i)   The candidates who are shortlisted in the Computer Based Examination for the next stage will have to appear for the Skill Test in 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 who are allowed use of scribe in the CBE (Para-7)
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/ Sub Regional Offices or at other Centre(s) as may be decided by the Commission.

    (iv)   Detailed instructions, if any, regarding Skill Test will be sent by the concerned Regional/ Sub 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.