

13. **Scheme of Examination:**

- 13.1 The Computer Based Examination will be conducted in two tiers as indicated below:
- 13.1.1 Tier-I
- 13.1.2 Tier-II
- 13.2 Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, 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.
- 13.3 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, which is non-refundable. 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.
- 13.4 The schedule of examinations indicated in the Notice is tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.
- 13.5 In the question papers, wherever necessary, the Metric systems of weights and measures will be used.
- 13.6 There shall be no provision for re-evaluation/ re-checking of the scores of any stage/ Tier(s) of the examination. No correspondence in this regard shall be entertained.
- 13.7 In case of any difference/ discrepancy/ dispute in the Questions between English and the opted language, the content of English version shall prevail.

13.8 **Scheme of Tier-I Examination:**

Tier	Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
I	I	English Language (Basic Knowledge)	25/ 50	60 Minutes (80 Minutes for candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)
	II	General Intelligence	25/ 50	
	III	Quantitative Aptitude (Basic Arithmetic Skill)	25/ 50	
	IV	General Awareness	25/ 50	

- 13.8.1 The Tier-I Examination will consist of Objective Type, Multiple choice

questions only. The questions will be set in English, Hindi and any language opted by the candidate in the application form, as given at **Annexure-XVI** for Part-II, III & IV of Tier-I examination.

- 13.8.2 There will be negative marking of 0.50 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

13.9 Scheme of Tier-II Examination:

Tier	Session	Subject	Number of Questions	Maximum Marks	Time allowed
II	Session-I (2 hours and 15 minutes)	Section-I: Module-I: Mathematical Abilities Module-II: Reasoning and General Intelligence.	30 30 Total = 60	60*3 = 180	1 hour (for each section) (1 hours and 20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)
		Section-II: Module-I: English and Language Comprehension Module-II: General Awareness	40 20 Total = 60	60*3 = 180	
		Section-III: Module-I: Computer Knowledge Module	15	15*3 = 45	15 Minutes (20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)
	Session-II	Section-III: Module-II: Skill Test/ Typing Test Module	Part A: Skill Test for DEOs in Department/ Ministry mentioned at Para 8.1	-	15 Minutes (20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)
			Part B: Skill Test for DEOs except in Department/ Ministry mentioned at Para 8.1	-	15 Minutes (20 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)

			Part C: Typing Test for LDC/ JSA.	-	10 Minutes (15 minutes for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3)
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13.9.1 Tier-II will include following three sections having two modules each:

13.9.1.1 **Section-I:**

13.9.1.1.1 **Module-I:** Mathematical Abilities

13.9.1.1.2 **Module-II:** Reasoning and General Intelligence.

13.9.1.2 **Section-II:**

13.9.1.2.1 **Module-I:** English Language and Comprehension

13.9.1.2.2 **Module-II:** General Awareness

13.9.1.3 **Section-III:**

13.9.1.3.1 **Module-I:** Computer Knowledge Test

13.9.1.3.2 **Module-II:** Skill Test/ Typing Test

13.9.2 Tier-II will be conducted in two sessions - Session –I & Session-II, on same day. Session-I will include conducting of Section-I, Section-II and Module-I of Section-III. Session-II will include conducting of Module-II of Section-III.

13.9.3 **It will be mandatory for the candidates to qualify all the sections of Tier-II.**

13.9.4 Tier-II will consist of Objective Type, Multiple choice questions, except for Module-II of Section-III. The questions will be set in English, Hindi and any language opted by the candidate in the application form, as given at **Annexure-XVI** except for Module-II (i.e. English Language and Comprehension module) in Section-II.

13.9.5 There will be negative marking of 1 mark for each wrong answer in Section-I, Section-II and Module-I of Section-III. Candidates are, therefore, advised to keep this in mind while answering the questions.

13.9.6 Module-I of Section-III i.e. Computer Knowledge Test is mandatory but qualifying in nature.

13.9.7 **Module-II of Section-III i.e. Skill Test/ Typing Test:**

13.9.7.1 Module-II of Section-III will include conducting of Skill Test/ Typing Test in Session-II on the same day.

13.9.7.2 Skill Test/ Typing Test will be of qualifying nature.

13.9.7.3 Skill Test/ Typing Test will be evaluated as per the evaluation guidelines available on the website of the Commission.

13.9.7.4 Errors in the Skill Test will be calculated up to 2 decimal places.

13.9.7.5 Skill Test/ Typing Test will be conducted as per the following scheme:

13.9.7.6 **Skill Test for Data Entry Operator:**

- 13.9.7.6.1 Skill Test is mandatory for Data Entry Operators. No candidate is exempted from appearing in the Skill Test.
- 13.9.7.6.2 **Part A - Skill Test for the post of DEO/ DEO Grade 'A' in Department/ Ministry mentioned at Para 8.1:** The 'speed of 15000 (Fifteen Thousand) 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. The passage to be entered in the computer may also be displayed on the computer screen.
- 13.9.7.6.3 **Part B - Skill Test for the post of DEO/ DEO Grade 'A' except in Department/ Ministry mentioned at Para 8.1:** 'Data Entry Speed of 8,000 (Eight Thousand) 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. The passage to be entered in the Computer may also be displayed on the computer screen.
- 13.9.7.6.4 Candidates eligible for scribe as per Para 7.1, 7.2 and 7.3 will be given compensatory time of 5 minutes. Therefore, duration of Skill Test for such candidates will be 20 minutes.
- 13.9.7.7 **Part C - Typing Test for other posts i.e. LDC/ JSA:**
- 13.9.7.7.1 The medium of Typing Test will be Hindi or English. The candidates will have to opt for the medium of Typing Test (i.e. either Hindi or English) in the online Application Form.
- 13.9.7.7.2 The choice of Typing Test given by the candidate in the online Application Form shall be treated as final and no change in the medium of Typing Test will be entertained later.
- 13.9.7.7.3 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 (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively.
- 13.9.7.7.4 The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.
- 13.9.7.7.5 Candidates eligible for scribe as per Para 7.1, 7.2 and 7.3 will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes.
- 13.9.7.7.6 Passage Dictators will be provided to those VH candidates for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.
- 13.9.7.7.7 Persons with Disabilities 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 (**Annexure-XIV**) to the Commission from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure-XI to Annexure-XIII** of the Notice of Examination, as applicable, at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Commission.