



सत्यमेव जयते

WORLD OF WORK SERIES

EXAMINATIONS CONDUCTED BY STAFF SELECTION COMMISSION



**CAREER STUDY CENTRE
CENTRAL INSTITUTE FOR RESEARCH & TRAINING
IN EMPLOYMENT SERVICE (D.G.E & T.)
MINISTRY OF LABOUR, GOVERNMENT OF INDIA
PUSA, NEW DELHI-110 012**

PREFACE

There are ample job opportunities through Competitive Examinations being conducted by Staff Selection Commission. This information is generally available in the form of Advertisements appearing in the News Papers from time to time. It is indeed difficult to keep a track of such advertisements. So, with a view to provide detailed information, about "Competitive Examinations conducted by Staff Selection Commission," at one place this Publication has been compiled.

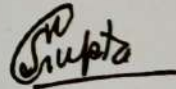
We owe our thanks to Staff Selection Commission, Block No. 12, Kendriya Karyaley Parisar, Lodhi Road, New Delhi for supplying us the latest information and thereafter vetting the manuscript which has made it possible to finalize this booklet.

It is hoped that this Publication will be found useful especially by job seekers and students. Who wish to have their career future through such competitions.

Suggestions for improvement are welcome.

Pusa, New Delhi - 110 012

Dated : May, 2004



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DIRECTOR
C.I.R.T.E.S.

This booklet is mainly based on the information supplied by
the Staff Selection Commission, Block No.12, Kendriya
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CONTENTS

	Page No.
INTRODUCTION	(i)
CHAPTER I EXAMINATIONS CONDUCTED BY STAFF SELECTION COMMISSION FOR MATRIC LEVEL POSTS	1
CHAPTER II SCHEME OF MAIN EXAMINATIONS FOR MATRIC LEVEL POSTS.	3
CHAPTER III COMBINED GRADUATE LEVEL PRELIMINARY EXAMINATIONS	8
CHAPTER IV SCHEME OF COMBINED GRADUATE LEVEL MAIN EXAMINATIONS	12
CHAPTER V RECRUITMENT OF JUNIOR TRANSLATOR (CSOLS0. 2003)	21
CHAPTER VI RECRUITMENT OF VISUAL HANDICAPPED	25
CHAPTER VII RECRUITMENT FOR THE POST OF SECTION OFFICER (COMMERCIAL)	27
APPENDIX I LIST OF EXAMINATIONS CENTRES REGIONWISE	31

INTRODUCTION

The Government of India, in the Department of Personnel and Administrative Reforms vide its Resolution No. 46/1(S)/74-Estt.(B) dated the 4th November, 1975 constituted a commission called the Subordinate Services Commission which has subsequently been re-designated as Staff Selection Commission effective from the 26th September, 1977 to make recruitment to various Class III (Now Group "C") (Non-technical) posts in the various Ministries/Departments of the Government of India and in Subordinate offices. The functions of the Staff Selection Commission have been enlarged from time to time and now it has been decided that the Staff Selection Commission will take over the recruitment to all Group 'B' posts in the pay scale the maximum of which is less than Rs.10,500 from the Union Public Service Commission. Accordingly and in view of the directions of the Supreme Court the functions of the Staff Selection Commission with effect from 1st June, 1999 is as under. The Resolution dated 21st May, 1999 have further been amended vide DOPT's Resolution No.24012/8A/2003-Estt.(B) dated 13th November,2003 to include recruitment to the post of Section Officer (Commenced/Audit) and all Non-Gazetted post carrying pay scale of Rs.6500-10500.

FUNCTIONS OF THE STAFF SELECTION COMMISSION

- A – (I) To make recruitment to (i) All Group 'B' posts in the various Ministries/Departments of the Government of India and their attached and Subordinate Offices which are in the pay scales of the maximum of which is below Rs.10, 500 and (ii) All non-technical Group 'C' posts in the various Ministries/ Department of the Government of India and their attached and Subordinate Offices, except those posts which are specifically exempt from the purview of the Staff Selection Commission.
- (II) To make recruitment to the post of Section Officer(Commercial/Audit) and also all Non-Gazetted posts carrying the pay scale of Rs.6500-10,500.

- B - To conduct examinations and/or Interviews, whenever required, for recruitment to the posts within its purview. The examinations would be held as far as possible at different Centres and successful candidates posted to the extend possible to their home State/Region.
- C - To hold Departmental Examinations for

(i) Promotion from Group 'D' to Lower Division Clerk Grade of the Central Secretarial Clerical Service and equivalent grades in Indian Foreign Service 'B', Armed Forces Headquarters' Clerical Service, Central Vigilance Commission, M/o Parliamentary Affairs.

(ii) Promotion from Lower Division Clerks to Upper Division Clerks Grade of the Central Secretariate Clerical Service and equivalent/Railway Board Secretariate Clerical Service/Armed Forces Headquarters Clerical Service/Department of Tourism (HQ Estt.)/Election Commission of India, Central Vigilance Commission M/o Parliamentary Affairs.

(iii) Promotion from Stenographers Grade 'D' to Stenographers Grade 'C' of the Central Secretariate Stenographers Service and equivalent grades in Indian Foreign Service (B)/Railway Board Secretariate Stenographers Service/Armed Forces Headquarters Stenographers Service/Research Designs & Standard Organisation (M/o Railways).

- D - To conduct Periodical Typewriting Test in English and Hindi.
- E - To prepare schemes for recruitment to all Group 'B' posts of which is below Rs. 10, 500 and above Rs. 10, 500.
- F - To conduct examinations/selections for recruitment to all Group 'B' posts of which is below Rs. 10, 500 and above Rs. 10, 500.
- Following competitive Examinations/Selections for recruitment to all Group 'B' posts of which is below Rs. 10, 500 and above Rs. 10, 500.
- Commission. Detailed Chapter

CHAPTER - I

EXAMINATION CONDUCTED BY STAFF SELECTION COMMISSION FOR MATRIC LEVEL POSTS

1. The first Combined Preliminary (C.P.) Examination for Matric Level posts has been introduced from 1999. Successful candidates of C.P. Examination will be eligible for Main Examination for the following posts:

A – Clerks Grade in the pay scale of Rs.3050-4590.

B – Grade 'D' Stenographers in the pay scale of Rs.4000-6000.

C – Grade 'C' Stenographers in the pay scale of Rs.5500-9000.

The Recruitment to the above posts will be in the following groups of services/officers:

a) – Group 'X'

b) – Group 'Y' (for Clerks and Steno Grade 'D' only)

The posts under Group 'X' are in the Ministries/Departments of Central and mainly located in Delhi.

The posts under Group 'Y' are mainly in Subordinate and other offices of Central Government located in different States/Union Territories.

VACANCIES/RESERVATION

The number of vacancies will be determined later. Usual Reservation will be made for SC/ST/OBC/Ex-Servicemen/Physically Handicapped.

NOTE : (i) Blind/Partially Blind candidates are not eligible for the Examination.

(ii) HH(Hearing Handicapped) candidates are not eligible for posts of Grade 'C' and Grade 'D' Steno.

2. EDUCATIONAL QUALIFICATION

A candidate must have passed matriculation or equivalent or Higher Examination:

Age Limit 18 to 27 years. Usual age relaxation as admissible to SC, ST, OBC, etc. as per Govt. orders in force.

Fee Payable Rs. 50 (Rupees fifty only) No fees for SC/ST, P.H. and Ex-serviceman.

Mode of Payment The candidates should pay the fee by means of
(a) "Central Recruitment Fee Stamps which are available at the Counter of all Departmental post offices of the Country in different denominations.
(b) Fee can also be paid through Indian Postal Orders payable to Staff Selection Commission.

3. SCHEME FOR COMBINED PRELIMINARY EXAMINATION

Written Examination (one paper having two parts)

Test	Marks	Time allowed
Part - I - General Intelligence	100	} 2 Hours
Part - II - General Awareness	100	
Total	200	

The questions in all the tests will be "Objective - Multiple Choice Type". Candidates will be required to qualify in each of the two tests separately. The questions will be set in English and Hindi.

4. EXAMINATION CENTRES

The Examination will be held in the **59 Centres** spread over **9 Regions**. Please see Appendix - I.

NOTE: Number of Centres and Venues may change as per discretion of the Commission.

CHAPTER - II

SCHEME OF MAIN EXAMINATION FOR MATRIC LEVEL POSTS

1. APPLICATION FOR EXAMINATION

The candidates may note that application form for Main (written) Examination would be required to be sent to the office of the same Regional Director/Dy. Regional Director where he had applied for the Preliminary Examination. Hence, they are required to select a Centre falling under the same Region as opted for Preliminary Examination. Further in case a candidate wants to appear for more than one Main Examination, he/she should opt the same Centre for the Examination(s).

2. FEE – Rs.50 (Rupees fifty only) each for LDCs, Steno. Grade 'D' and Steno. Grade 'C'. There shall be 3 Separate Main Examinations for Clerks Grade, Steno. Grade 'D' and Steno. Grade 'C'. Fees may be paid through Central Recruitment Fee Stamps (CRFS) only. The candidates will have to submit separate applications for each post for which he/she is applying. Fees of Rs. 50 in each case has to be paid. There is no fee for SC/ST/PH and EXS candidates.

3. A. Scheme of Main Examination for LDC (Conventional Type)

Paper – I	Marks	Duration
Part (A) - General English	50	2 hours
Part (B) - General Studies (English/Hindi)	100	
Part (C) - Arithmetic (English/Hindi)	50	

Skilled Test – Typing Test at the prescribed speed (Qualifying in nature) is conducted later for those candidates who qualify the main examination.

B. Main Examination for Stenographer Grade 'D' (Conventional Type)

Paper - I	Marks	Duration
Part (A) - General Studies (Hindi/English)	100	} 2 hours
Part (B) - Language Comprehension (Hindi/English)	100	

Shorthand Test in Hindi OR in English - 300 marks for those who qualify at the Main Examination.

The candidate will be given one dictation test in English or in Hindi at the speed of 80 words per minute for 10 minutes. The candidates who opt to take the shorthand test in English will be required to transcribe the matter in 65 minutes and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 75 minutes.

Note - (i) The candidates who opt for Hindi/English in General Studies/Language Comprehensive paper have to take the skill test in Hindi/English as the case may be.

(ii) Candidates who opt to take the Stenography in Hindi will be required to learn English Stenography and vice versa after their appointment.

C. - Scheme of Main Examination for Grade 'C' Stenographers (Conventional Type)

Scheme of written Main examination

Paper - I	Marks	Duration
Part (A) - General English	100	} 2 hours
Part (B) - General Studies (English/Hindi)	100	
Paper - II - Essay (Hindi/English)	100	2 hours

The Shorthand Test in English will comprise one dictation test at 100 words per minute for ten minutes, which the candidates will be required to transcribe in 50 minutes.

The Shorthand tests in Hindi will comprise one dictation test at 100 words per minutes for 10 minutes, which the candidates will be required to transcribe in 65 minutes.

Skill Test – Stenography Skill Test 100 words per minute. 300 marks (Stenography Test conducted later for those candidates who qualify the Main Examination).

Note – The candidates who opt for Hindi/English in General Language Comprehension Paper and Essay will have to take the Skill Test Hindi/English as the case may be.

SYLLABUS FOR THE MAIN EXAMINATION

SYLLABUS FOR CLERKS GRADE EXAMINATION

- (i) **General English:** In addition to the testing of candidates' understanding of the English Language and its correct usage, his writing ability would also be tested. Questions on paragraph writing/report writing/letter writing etc. may be included.
- (ii) **General Studies:** Questions in this component will be aimed at testing 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 every day observations and experience in their scientific aspects as may be expected to any educated person. The test will also include questions relating to India & its neighboring countries specially pertaining to History, Culture, Geography, Economic Scene, General Polity, Scientific research, etc. These questions will be such that they do not require a special study of any discipline.
- (iii) **Arithmetic:** Questions in this component will cover number system including questions on simplification, decimals, fractions, LCM, HCF, Ratio and Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

SYLLABUS FOR GRADE 'D' STENOGRAPHERS

PAPER – I

- (i) **General Studies** - Questions in this Component will be aimed at testing 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 every day observations and experience in their Scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries specially pertaining to History, Culture, Geography, Economic Scene, general polity, Scientific research, etc. These questions will be such that they do not require a special study of any discipline.
- (ii) **Language Comprehension (Hindi/English)** – In addition to the testing of candidates' understanding of the Hindi/English. Language and its correct usage, his writing ability would also be tested. Questions on paragraph writing/report writing/letter writing etc. may be included.

SYLLABUS FOR GRADE 'C' STENOGRAPHERS

PAPER – I

- A. **General English** – In addition to the testing of candidates understanding of the English Language and its correct usage, his writing ability would also be tested. Questions on writing of paragraph/report/letter/précis, etc. may be included.
- B. **General Studies** – Questions in this component will be aimed at testing 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 every day observations and experience in their Scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries specially pertaining to History, Culture, Geography, Economic Scene, General Polity, Scientific research etc. These questions will be such that they do not require a special study of any discipline.

PAPER - II

Essay (Hindi/English): Candidates will be required to write essay on two topics. They will be expected to keep closely to the subject of the essay, to arrange their ideas in orderly fashion and to write concisely. Credit will be given for effective and exact expression,

4. **Selection of Candidates:** After the examination and the skill test the Commission will draw up an All India Merit List for each Examination on the basis of the aggregate marks finally awarded to each candidate and in that order so many candidates as are found by the Commission and to be qualified shall be recommended for appointment up to the number of unreserved vacancies available.

CHAPTER - III

COMBINED GRADUATE LEVEL PRELIMINARY EXAMINATION

Staff Selection Commission conducting Combined Preliminary Examination for selecting candidates for the main examinations. Applications are invited for the Combined Preliminary examination only. Candidates declared by the Commission to have qualified for Admission to the Written (Main) Examination on the basis of this Combined Preliminary Examination are required to apply again in the detailed Application Form.

The recruitment for the Combined Preliminary Examination and the Main Examination is as follow:

- (A) Assistant Grade (Group 'B' Non-Gazetted) in the pay scale of Rs.5500—9000 for Group of Services/offices like AFHQ, CSS, Railway Board, IFS (B) and Posts in offices like Research Designs and Standards Organisations, Central Vigilance Commission, Election Commission etc.
- (B) Inspector of Posts (Group 'B' Non-Gazetted).
- (C) Inspectors of Income-Tax/Inspector of Central Excise, Inspector (Preventive Officer), Inspector (Examiner) in Custom Houses, Assistant Enforcement Officers in the pay-scale of Rs. 5500-9000.
- (D) Sub-Inspectors in CBI in the pay scale of Rs. 5500-9000.
- (E) Sub-Inspector (Executive) in Delhi Police in the Pay-Scale of Rs. 5500-9000.
- (F) Divisional Accountants/Auditors/Junior Accountants/UDCs in various Central Government Departments. Pay scale of Divisional Accountants in the various offices of Accountant Generals (A&E) under C&AG is Rs. 5000-8000. Pay scale of Auditor/Junior Accountant is Rs. 4000-6000.

- AGE:** (a) 20 to 27 years as on the year of examination for Assistant Grade and SIs in CBI.
- b) 18 to 27 years as on the year of examination for Inspectors of Posts/Inspector of Income Tax/Inspector (Central Excise)/Inspector (Preventive Officer)/Inspector (Examiner)/Asstt. Enforcement Officer and Divisional Accountants/Auditors/UDCs etc.
- (c) 20 to 25 years as on the year of examination for SIs in Delhi Police.

Usual age relaxation will be admissible to SC, ST, OBC, etc. as per Govt. orders in force.

EDUCATIONAL QUALIFICATIONS

- (a) Essential qualifications for all posts.
- (b) Degree of a recognized University or equivalent.

NOTE - I : Candidates who have appeared in an examination, the passing of which would render them educationally qualified for the Commission's examination but have not been informed of the results as also the candidates who intend to appear at such a qualifying examination will also be eligible for admission to the Preliminary Examination. All candidates who are declared qualified by the Commission for taking the Main Examination will be required to produce proof of passing the requisite examination with their application for the Main Examination failing which candidature of such candidates will be cancelled by the Commission.

NOTE- II: Only Certificate issued by the competent authorities, would be accepted as proof of possessing the minimum educational qualifications.

NOTE - III: A matriculate Ex-Serviceman the term includes an Ex-Serviceman who has obtained the Indian Army Special Certificate of education or correspondence certificate in the Navy or the Air Force, who has put in not less than 15 years of service as on 1.8.2001 with Armed Forces of the Union shall be considered eligible for appointment to the posts being advertised through this examination.

FEE - Rs.50 (Rupees fifty only). No fee for SC/ST, Ex-Servicemen and P.H. candidates. Fee can be paid either through CRFS or IPOS payable to Staff Selection Commission at its different Regional Offices.

EXAMINATION CENTRES

The examination will be held in the Centres mentioned against each Region located at Appendix - I.

SCHEME OF PRELIMINARY EXAMINATION

Paper	No. of Questions	Marks	Duration
Part 'A' General Intelligence & General Awareness	100	100	2 hrs.
Part 'B' Arithmetic	100	100	

Note: (i) Both Parts A & B are of objective type (multiple choice type).

(ii) Question papers (Test Booklets) for both the Parts in Preliminary Examination are set both in English and Hindi.

(iii) Successful candidates of Combined Preliminary Examination will be eligible for Main Examination.

SYLLABUS

(a) General Intelligence:

It would include questions of both verbal and non verbal type. This component will include questions on analogies, similarities and differences, spatial visualization, spatial orientation problems solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal & figure classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.

(b) General Awareness:

Questions in this component will be aimed at testing the candidates general awareness of the environment round him and its application to Society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspects as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity, Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

(c) Arithmetic:

This part will include questions on problems relating to No. Systems, computation of whole numbers, decimal and fractions and relationship between numbers, fundamental arithmetical operations percentages, ratio and proportions, averages, interest, profit & loss, discount, use of table and graphs, Mensuration, time and distance, ratio and time etc.

CHAPTER – IV

SCHEME OF COMBINED GRADUATE LEVEL MAIN EXAMINATION

The Combined Graduate Level (Main) Examination will be held for the following recruitments:

- A. Assistants Grade, in the pay scale of Rs. 5500-9000.**
- B. Inspector of Posts in the pay scale of Rs. 5500-9000.**
- C. Inspector of Income-Tax/Inspector (Central Excise) Inspector (Preventive Officer), Inspector (Examiner) and Assistant Enforcement Officer in the pay-scale of Rs. 5500-9000.**
- D. Sub-Inspectors in CBI in the pay scale of Rs. 5500-9000.**
- E. Sub-Inspectors (Executive) in Delhi Police, in the pay-scale of Rs. 5500-9000.**
- F. Divisional Accountants/Auditors/Jr. Accountants/UDCs.**

Pay scale of Divisional Accountants in the various offices of Accountant Generals (A&E) under C & AG is Rs. 5000-8000.
Pay Scale of UDCs is Rs. 4000-6000.

AGE LIMITS:

- (a) 20 to 27 years as on the year of Examination Assistant Grades and SIs in CBI.**
- (b) 20 to 25 years as on the year of Examination for SIs in Delhi Police.**
- (c) 18 to 27 years as on the year of Examination for Inspector of Income-Tax/Inspector (Central Excise), Inspector (Preventive Officer), Inspector (Examiner), Assistant Enforcement Officer, Inspectors of Posts and Div. Accountants/Auditors/Jr. Accountants/UDCs.**

Usual age relaxation will be admissible to SC, ST, OBC, Ex-Servicemen and Departmental Candidates as per Govt. orders in force.

EDUCATIONAL QUALIFICATIONS:

Candidates must hold a degree of Graduation from a recognized University.

FEE: Rs. 50 (Rupees fifty only). No fee for SC/ST, PH and Ex-servicemen. Fee can be paid through CRFS/IPOs only. Fee once paid will not be refunded under any circumstances.

PHYSICAL STANDARDS

(A) Physical standards for the posts of Inspector (Central Excise), Inspector (Preventive Officer) and Inspector (Examiner). Candidates will have to satisfy the following minimum physical standards, failing which they will not be eligible for appointment.

(a) Inspector (Central Excise)/Inspector (Preventive officer)/Inspector (Examiner) (Male candidates)

(i) Physical Standards (Minimum)

Height : 157.5 cms.

Chest: 81 cms. (fully expanded with a minimum expansion of 5 cms.) Relaxable by 5 cms. In the case of Garhwalis, Assamees, Gorkhas Kumaon regions, Nagaland Tribal and Members of the Scheduled Tribes who as a race are short in height and not to the people declared as Scheduled Tribe.

(ii) Physical Test:

Walking – 1600 meters in 15 minutes

Cycling – 8 kms. In 30 minutes.

(a) Inspector (Central Excise)/Inspector (Preventive Officer)/Inspector (Examiner) (Lady Candidates)

(i) Physical Standards (Minimum)

Height – 152 cms.

Weight – 48 Kgs.

(Height relaxable by 2.5 cms. Weight by 2 kgs. for Gorkhas, Garhwalis, Assamese, Kumaon regions,

Nagaland Tribal and Members of the Scheduled Tribes who as a race are short in height and not to the people declared as Scheduled Tribe.

(ii) **Physical Test**

Walking – 1 kms. In 20 minutes

Cycling – 3 kms. In 25 minutes.

NOTE – I: Physically handicapped candidates are not eligible for the posts of Inspector (Preventive Officer), Inspector (Examiner), Inspector (Central Excise) and Assistant Enforcement officer.

NOTE – II: Candidates to note that colour blind and one eyed persons are also not eligible for consideration against the posts of (i) Inspector of Central Excise, (ii) Preventive officer and (iii) Examiner (ordinary Grade).

(B) Physical Requirements for the posts of Sub-Inspectors in C.B.I.

(a) Height:

For Men : 165 Cms.

For Women : 150 Cms.

(Height relaxable for Hills men & Tribals: 5 Cms.)

(b) Chest:

76 cms. With expansion (There shall be no such requirement in case of female candidates).

(c) Vision:

Eye Sight (with or without glasses)

Distant vision (6/6 in one and 6/9 in the other eye) Near

Vision 0.6 in one eye and 0.8 in other eye.

(C) Physical Endurance Tests and Physical Requirements for the post of Sub-Inspectors (Exe) in Delhi Police.

Candidates who qualify in the main Examination shall be required to undergo, before the personality Test, Physical endurance tests and Physical measurement (including vision tests) to be conducted by the Delhi Police. These tests would be held in Delhi only.

The Physical Endurance Tests are as under:

- (i) 1000 metre race in 7 minutes
- (ii) Broad Jump/Long Jump: 3.5 metre and
- (iii) High Jump: 1.05 metre.

Candidates should also satisfy the following Physical requirements, failing which they will not be eligible for appointment.

(i) **Height:** 170cms. (minimum) Relaxable by 5 cms. for Gorkhas and Garhwalis (only residents of Distts. – Paurigarhwal, Tehri, Chamoli and Uttarkashi)

(ii) **Chest:** 81 cms. (85 cms. after expansion) Relaxable by 5 cms. for Gorkhas and Garhwalis (only residents of Distts. Paurigarhwal, Tehri, Chamoli and Uttarkashi)

(iii) Should possess sound health free from defect/deformity/disease. Vision in both eyes should be 6/12 (without glasses). There should be no colour blindness. No relaxation can be allowed.

NOTE-I: Candidates may note that the applications for the Main (written) examination would be required to be sent to the office of the same Regional Director/Dy. Director where he had applied for the preliminary Examination.

NOTE-II: The SSC reserves the right to add or delete any Centre of Examination.

The combined Main Examination will be of Conventional Type as per the Scheme A and B given below:

SCHEME A:

SCHEME AND SYLLABUS OF MAIN EXAMINATION FOR THE POST OF ASSISTANTS, INSPECTOR OF INCOME-TAX/INPSECTOR (CENTRAL EXCISE), ETC., S.I. IN CBI, S.I. IN DELHI POLICE, INSPECTOR OF POSTS.

Part-I: The main examination will consist of two parts – Part I: Written Examination and Part II: Personality Test.

Paper	Name of Test	Marks
I.	General Studies (Option to answer either in Hindi or in English)	200
II.	English	100
III.	Arithmetic (Option to answer either in Hindi or in English)	200
IV.	Language Comprehension (English)	100
V.	Communication Skill and Writing Ability (Option to answer either in Hindi or in English)	200
VI.	Hindi	100

NOTE:

1. All the Question Papers for the Main Examination will be of conventional type.
2. All the Question Papers except that of Paper II, Paper IV and Paper VI will be printed both in English and in Hindi. The Commission will have the full discretion to fix separate minimum qualifying marks in each of the papers and in the aggregate of all the papers separately for each category of candidates (viz. SC/ST/OBC/PH/ExS/UR). Only those candidates who qualify in all the papers as well as in the aggregate would be eligible to be considered for being called for the Personality Test.
3. Paper II will be compulsory for all the candidates. However, this will be of qualifying nature only for the candidates who are opting for the post of Assistant, the marks secured in this paper will not be counted for preparation of the final select list. The Commission shall have the discretion to fix the qualifying standard in this paper. Scripts of the remaining papers will be evaluated only of those candidates who secure the minimum qualifying standard in Paper I of the Main Examination.
4. Paper IV will be compulsory for all the candidates except those opting for the post of Assistants.
5. Paper V will be compulsory for candidates opting for the post of Assistants only.

6. Paper I and Paper III are compulsory for the candidates appearing for all the categories.
7. Paper VI will be compulsory for candidates opting for the post of Sub-Inspector (Executive) in Delhi Police only.
8. Candidates will have the option to answer Paper I, Paper III and Paper V either in Hindi or English.

SYLLABUS:

Paper I: English: In addition to the testing of candidates' understanding of the English Language and its correct usage, his writing ability could also be tested. Questions on paragraph writing/report writing, etc. may be included.

Paper II: Language Comprehension (English): The candidates ability to understand correct English, his comprehension and writing ability, etc. would be tested. Questions on short essay, précis, letter writing, etc. would also be included.

Paper III: Communication Skill/Writing Ability: The candidates ability to understand correct English/Hindi, his comprehension and writing ability, etc. would be tested. Questions on short essay, précis, letter writing etc. would also be included.

Paper IV: Arithmetic: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetic Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time, etc.

Paper V: General Studies: Questions in this paper will include General Awareness as well as General Intelligence and Reasoning Ability.

(a) General Intelligence and Reasoning Ability: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.

(b) **General Awareness:** Questions in this component will be aimed at testing 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 observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to history, culture, geography, economic scene, general polity, scientific research, etc. These questions will be such that they do not require a special study of any discipline.

Paper VI: Hindi: In addition to candidates' understanding of Hindi language; its correct usage and his writing ability would also be tested. Questions on short essay, précis, paragraph/report writing would also be included.

Part II

PERSONALITY TEST: The personality test will carry a maximum of 100 marks for all the posts/service.

SCHEME B:

SCHEME AND SYLLABUS FOR RECRUITMENT TO THE POST OF DIVISIONAL ACCOUNTANT/AUDITOR/UDC, ETC. (Conventional Type)

Paper	Name of Test	Marks
Paper I		
Part A	General English	50
Part B	General Studies (Option to answer either in Hindi or in English)	50
Paper II	Arithmetic (Option to answer either in Hindi or in English)	100

NOTE:

1. The question paper for the Main examination will be of Conventional Type.
2. Candidates will have the option to Answer Paper I Part (B), and Paper II, either in Hindi or in English.

3. The Commission will have full discretion to fix separate qualifying marks in each of the papers and in the aggregate of all the papers separately for each category of candidates (viz. UR/SC/OBC/PH/EXS). Only those candidates who qualify in all the papers as well as in the aggregate would be eligible to be considered for selection.

SYLLABUS:

Paper I :

Part A: General English: In addition to the testing of candidates' understanding of the English Language and its correct usage. His writing ability and comprehension would also be tested. Questions on paragraph writing/report writing, etc. may be included.

Part B : General Studies : Questions in this paper will cover General Awareness as well as General Intelligence & Reasoning Ability.

(a) **General Intelligence & Reasoning Ability :** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.

(b) **General Awareness :** Questions in this component will be aimed at testing 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 observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to history, culture, geography, economic scene, general polity, scientific research etc. These questions will be such that they do not require a special study of any discipline.

Paper II : Arithmetic : 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 Table and Graphs, Mensuration, Time and Distance Ratio and Time .

SELECTION OF CANDIDATES:

After the Examination and the interview wherever applicable, the Commission will draw the All India Merit List on the basis of the aggregate marks obtained by the candidates in the Examination and, in that order, as many candidates as are found by the Commission to have qualified in the Examination shall be recommended for appointment upto the number of unreserved vacancies available.

The Commission will recommend the candidates in the Merit List on the basis of the aggregate marks and option given by the candidates in the Application Form depending on the number of vacancies available. Once the candidate has been given first available preference, he will not be considered for the other options. However, Commission reserves the right to nominate the candidate to any post based on his merit position. **THE CANDIDATES ARE ADVISED TO EXERCISE OPTIONS IN APPLICATION FORM CAREFULLY.**

CHAPTER - V

RECRUITMENT OF JUNIOR TRANSLATOR (CSOLS)

A competitive examination for recruitment to the posts of Junior Translators (Grade VII) in the Central Secretariate Official Language Service (in the pay scale of Rs. 5500-9000) of the Government of India all over the country.

EDUCATIONAL QUALIFICATIONS:

Master's Degree of a recognized University or equivalent in *Hindi* as a subject or Medium of examination with English as a compulsory/elective subject or medium of examination at degree level;

OR

Master's Degree of a recognized University or equivalent in *English* as a subject or medium of examination with Hindi as a compulsory/elective subject or medium of examination at degree level;

OR

Master's Degree of a recognized University or equivalent in any subject with Hindi and English as a compulsory/elective subjects at degree level;

OR

Master's Degree of a recognized University or equivalent in any subject with Hindi as a Compulsory/elective subject and English as Medium of examination at degree level;

OR

Master's Degree of a recognized University or equivalent in any subject with English as a compulsory/elective subject and Hindi as medium of examination at degree level.

Age Limit Not exceeding 28 years. – Relaxable upto forty years for Central Government employees.

- Relaxable upto a maximum of 5 years (8 years for OBC and 10 years for SC/ST) in case of Ex-serviceman and Commissioned Officers including ECOs/SSCOs who have rendered at least 5 years Military Services.
- Age concession is not admissible to the Sons, Daughters and dependents of Ex-servicemen.

NOTE: Candidates should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent Certificate on the Date of Submission of application will be accepted by the Commission and no subsequent request for its change will be considered or granted.

FEE Payable: Rs.50 (Rupees fifty only). No fee for Scheduled Castes/Scheduled Tribes, Physically Handicapped and Ex-Servicemen. Fee concession is not admissible to sons and daughters of Ex-Servicemen or to persons belonging to backward Classes.

MODE OF PAYMENT

The candidate should pay the fee by means of "Central Recruitment Fee Stamps". These stamps are available in different denominations at the Counters of all Departmental Post Offices of the Country. These Recruitment Fee Stamps may be pasted on the top Left hand Corner of the application form or in the space earmarked for the purpose.

Fee can also be paid through Indian Postal Orders payable to "STAFF SELECTION COMMISSION" at the post offices mentioned in the Notification. The Postal Order should be crossed "A/C Payee only" and should be valid for at least six months.

NOTE – I: Fee once paid will not be refund under any circumstances.

NOTE – II : Fee paid by any other mode other than specified above will be forfeited and the applications of such candidates will be summarily rejected.

MODE OF SELECTION

Candidates fulfilling the minimum prescribed qualification would be required to undergo a written examination as well as Personality Test (Interview).

SCHEME OF EXAMINATION

The examination will consist of two parts viz:

Part – I : Written examination carries 400 marks

Paper No.	Subject/Questions	Maximum Marks	Duration	Timings
I.	Objective type	200 Marks	2 hours	10.30 A.M. to 12.30 P.M.
	(i) General Hindi 100 Marks			
	(ii) General English 100 Marks			
II.	Conventional Type	200 marks	2 hours	2.00 P.M. to 4.00 P.M.
	Translation – 2 Passages			
	1 each from Hindi to English and vice-versa and an Essay each in Hindi and English			

Part – II: Personality Test (Interview): The Personality test will carry 50 Marks.

SYLLABUS OF THE EXAMINATION

A. Part – I

Paper – I

a) General Hindi : 100 Marks (Objective Type)

b) General English : 100 Marks (Objective Type)

The questions will be designed to test the candidates' understanding of the language and correct use of words, phrases and idioms, ability to write language correctly, precisely and effectively.

Paper – II

Translation and Essay: 200 Marks (Conventional Type)

The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English which will test the candidates' translation skills and their ability to write two languages correctly, precisely and effectively.

Only those candidates who attain minimum qualifying standard in Part – I of the examination, viz., Written Examination, as may be fixed by the Commission in their discretion will be eligible to be called for the Personality Test.

Note: Candidates are required to submit along with their applications attested certificate(s) in support of their claims regarding age, education qualifications, Scheduled Caste/Schedule Tribe/other Backward classes and Ex-serviceman etc. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination for which they are admitted by the Commission (written examination and interview test) will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written examination and interview test. It is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.

A candidate may be permanently debarred for the examinations conducted by this Commission in case he/she fraudulently claims SC/ST/OBC/Ex-Servicemen Status.

CHAPTER - VI

RECRUITMENT OF VISUALLY HANDICAPPED

A Special Recruitment of Stenographer Grade 'D' and Lower Division Clerks for the Visually Handicapped in the pay-scale of Rs.4000-6000 and Rs.3050-4590 respectively in Central Government Offices and for equivalent Grades in PSUs and Autonomous Bodies of Central Government, was conducted by the Staff Selection Commission. For this examination as per the Notice of the Recruitment are those who satisfy one of the following conditions were eligible.

ELIGIBILITY

- (I) Total absence of sight.
- (II) Visual acuity not exceeding 6/60 or 2/200 (Snellan) in the better eye with correcting lenses.
- (III) Limitation of the field of vision subtending an angle of 20 degree or worse.

AGE

Candidates who have attained the age of 18 years and must not have attained the age of 37 years as on specified date mentioned in the Notice were eligible. Age relaxation was available for SC,ST,OBC, Ex-Servicemen etc. as per Govt. orders.

EDUCATIONAL QUALIFICATION

Matriculation or equivalent or higher examination.

FEE

No fee was payable by the candidate.

EXAMINATION

The written examination was held in Braille and also in Bold Print.

**EXAMINATION CENTRES - NEW DELHI, CHEENAI, KOLKATA,
MUMBAI, GUWAHATI, RAIPUR,
CHANDIGARH, ALLAHABAD,
BANGALORE.**

The written examination was held for both Stenographers and LDCs for 200 marks followed by Skill Test (typing for LDCs/Shorthand for Stenographers) which for LDC was qualifying and in respect of the post of Stenographers Grade 'D' a shorthand test was for 100 marks. The written examination for both LDCs and Stenographers was on the objective multiple choice type comprising 2 basis components each:

(i) **General English – 50 questions**

(ii) **English language – 50 questions**

The question paper for braille as well as in bold print was to be attempted in two hours. Both the papers (in both examination Braille as well as on bold type) were printed in English and Hindi and the candidates were asked to make their response on the question paper itself. Candidates who qualified the written examination which was common for both LDCs was of qualifying in nature. The typewriting test consists of one paper on running matter. Candidates were given 30 minutes to type out the passage. The minimum requirement was 1500/1250 strokes in Hindi/English respectively. For Stenography test candidates were given a dictation in English/Hindi at 80/70 w.p.m. for 10 minutes and 90 minutes transcription time was allowed.

CHAPTER - VII

RECRUITMENT FOR THE POST OF SECTION OFFICER (COMMERCIAL)

For office of the C&AG (Comptroller and Auditor General) Group 'B'
Non-Gazetted pay scale of Rs.6500-10,500:

AGE : 18 to 27 years (upto 30 years for OBC and 32 years for SC/
ST).

ESSENTIAL QUALIFICATIONS

Bachelor Degree in Commerce of a recognized University/C.A./
ICWA/C.S.

SCHEME OF RECRUITMENT

A. Written Examination Test will consist of two papers as under:

Paper I	Subject	Marks	Time Allowed
(Objective type consisting of 200 Questions)	a) General Awareness	75	2 hrs. (10.00 A.M. to 12.00 Noon)
	b) Arithmetical Ability	50	
	c) English	75	
		200	
Paper II		—	
(Conventional Type wherein questions will be set on Degree Level Standard)	Commerce	200	2 hrs. (2.00 P.M. to 4.00 P.M)

Note: Paper II (Conventional Paper) will be evaluated in respect of only those Candidates who qualify in Paper (Objective Type paper) at the standard which may be decided by the Commission at its discretion.

B. Interview 100 marks

C. Total Marks for Recruitment 500 marks.

Only those candidates who secure in the written examination the minimum qualifying marks, as may be fixed by the Commission, will be eligible to appear at the Interview.

The Interview will be held at the Commission's Regional offices(Ref. Table below). SC/ST candidate called for Interview will be paid TA as per Govt. order.

The application should be addressed to the Regional Offices of the Commission as indicated in the Table below:

Sl. Centre No.	Address to which applications should be sent	Post Offices at which IPO's should be made payable.
1 2	3	4
1. Delhi, Jaipur	Regional Director (NR), Staff Selection Commission, Post Bag No. 8, Lodhi Road, H.P.O., New Delhi – 110 003.	Lodhi Road, Post Office, New Delhi.
2. Hyderabad, Vishakhapatnam, Chennai, Madurai	Regional Director (SR), Staff Selection Commission, E.V.K. Sampath Building, 2nd Floor, College Road, Chennai-600 006.	Anna Road, Head Post Office, Chennai.
3. Kolkata & Port Blair, Cuttack and Gangtok	Regional Director (ER), Staff Selection Commission, 5, Esplanade Row West, Old Assembly Building, Ground Floor, Kolkata -700 001.	G.P.O., Kolkata.

1	2	3	4
4	Mumbai, Nagpur, Panaji, Ahmedabad	Regional Director (WR), Staff Selection Commission, Army & Navy Building, 2nd Floor, M.G. Road, (Opp. Jahangir Art Gallery), Kalaghoda, Mumbai-400 001.	G.P.O., Mumbai.
5	Allahabad, Patna, Ranchi, Dehradun	Regional Director (CR), Staff Selection Commission, 8-AB, Beli Road, Allahabad-211 002.	Kutchery Post Office Allahabad.
6	Guwahati (Dispur)	Regional Director (NER), Staff Selection Commission, Rukmini Nagar, P.O. Assam, Sachivalaya, Guwahati -781 006.	Head Post Office, Guwahati.
7	Bangalore, Trivandrum, Cochin, Dharwad	Regional Director, (KKR), Staff Selection Commission, 1st Floor, 2nd Block, 'E' Wing, Koramangala, Bangalore-560 034.	Basavanagudi H.P.O. Bangalore.
8	Raipur, Bhopal	Dy. Director(NWR), Staff Selection Commission, 'Nishant Villa' F. Jalvihar Colony, Raipur (MP) -492 001.	Head Post Office, Raipur.
9	Chandigarh, Srinagar, Jammu	The Dy. Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh - 160 017.	G.P.O. Chandigarh

NOTE: Centres of Examination may change at the discretion of the Commission.

FEE PAYABLE - Rs.50 (Rupees fifty only) No fee for SC/ST and Ex-servicemen and P.H. .

DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

- (a) One Self-addressed Post Card affixed with an additional postage stamp of Rs. 6. The candidate must indicate 'Section Officer (Commercial)' year of the Exam. on the post card.**
- (b) One self-addressed envelopes of 12x25 cms size which must be affixed with Rs. 5.00 postage stamp.**
- (c) Examination fee of Rs. 50 (Rupees fifty only), in the form of CRFS/IPOs.**
- (d) Documents in support of their claim for Educational Qualifications, age, category (SC/ST/EX.S/PH/OBC) and aged relaxation and an undertaking in case of departmental candidates. In case the degree/certificate has not been issued by the University, the candidate is required to submit attested copies of marks sheets of degree examination issued by the University.**
- (e) A passport size Photograph (5 cm x 7 cm) must be firmly pasted (not pinned) in the prescribed place in the application form.**
- (f) Candidates in Government Service are to attach an undertaking that they have informed in writing their Head of Office/Department that they have applied for the examination.**

LIST OF EXAMINATION CENTRES REGIONWISE

Centre of Examination	Address to which application should be sent	Post Office at which Postal Orders should be made payable
1	2	3
Delhi, Jaipur, Jodhpur, Kota or Udaipur	Regional Director (NR) Staff Selection Commission, Post Bag No. 8, Lodhi Road, Head Post Office, New Delhi-110003	Lodhi Road, Post Office, New Delhi
Bhagalpur, Patna, Ranchi, Katihar, Allahabad, Dehradun, Lucknow	Regional Director (CR), Staff Selection Commission, 8-AB, Bedi Road, Allahabad-211002	Kutchery Post Office Allahabad
Bhopal, Gwalior, Indore, Jabalpur, Raipur	Dy. Regional Director, Staff Selection Commission, 'Nishant Villa', F, Jalvihar Colony, Raipur-492001	Raipur Post Office
Kolkata, Jalpaiguri, Port Blair, Bhubaneshwar, Cuttack, Koraput, Gangtok	Regional Director (ER), Staff Selection Commission, 5, Esplanade Row West, Old Assembly Building, Kolkata-700001	GPO, Kolkata
Itanagar, Dispur (Guwahati), Imphal, Shillong, Aizwal, Kohima, Agartala	Regional Director (NER), Staff Selection Commission, Rukmini Nagar, P.O. Assam Sachivalaya, Guwahati -781006	Head Post Office, Guwahati
Mumbai, Nagpur, Pune, Panaji, Ahmedabad, Rajkot	Regional Director(WR), Staff Selection Commission, Army and Navy Building, 2nd Floor, 148, Mahatma Gandhi Road, Mumbai-400001	General Post Office, Mumbai
Hyderabad, Rajahmundry, Tirupati, Vishakapatnam, Chennai, Madurai, Pondicherry, Tirunelveli	Regional Director (SR), Staff Selection Commission, E.V.G. Sampath Building, 2nd Floor, College Road, Chennai - 600006	Anna Road Head Post Office, Chennai

1	2	3
Bangalore, Dhanwar, Gulbarga, Mangalore, Kozhikode, Kochy, Thiruvanthapuram, Trichur	Regional Director (KKR) Staff Selection Commission, Kendriya Sadan, 1st Floor, 'E' Wing, 2nd Block, Koramangla, Bangalore - 560034	Basavangudi, H.P.O., Bangalore
Chandigarh, Shimla, Jammu, Srinagar, Jalandhar, Ambala	Deputy Director (NWR), Staff Selection Commission, Block No. 3, Kendriya Sadan, Sector-9, Chandigarh - 160017	G.P.O., Chandigarh

NOTE: For Examination Centres please see latest Advertisement in the Newspapers

PDGET : 37
57500-2005 (DS)

Rs. 21.00
£ 0.30 or \$ 0.43