

5. Scheme of Examination, Syllabus and Break up of Marks

A. Scheme of Examination

Paper	Subject	Max. Marks	Time
Paper – I	General Awareness and English Language and Comprehension General Awareness (100 Objective Type Questions of one mark each with negative marking @ 0.33 marks for every wrong answer.) English Language and Comprehension English Language & Comprehension (50 Objective Type Questions of one mark each with negative marking @ 0.33 marks for every wrong answer.)	150 Marks	02:00 Hours (120 Minutes)
Paper – II	General Intelligence, Reasoning and Mental Ability (200 Objective Type Questions of one mark each with negative marking @ 0.33 marks for every wrong answer.)	200	02:30 Hours (150 Minutes)
Paper - III	English/Hindi – Descriptive Paper Essay, Precis and Letter/Application Writing	150	02 Hours (120 Minutes)
Interview	Interview carrying 100 marks for the post of Section Officer (Gen/F&A/S&P) only .		
CPT	Computer Proficiency Test carrying 100 marks for the posts of Assistant Section Officer (Gen/F&A/S&P) only . CPT is Qualifying in nature.		
Paper– I, Paper- II and Paper- III will be common and compulsory for all the posts.			
All the papers will be bilingual (English & Hindi) except English Language Part of Paper – I which will be in English only.			
Minimum threshold marks, wherever prescribed/required, will be decided by the Competent Authority.			

For the post of Section Officer (Gen/F&A/S&P) only :-

(i)	Candidates who secure the minimum threshold marks in aggregate out of 350 marks (Paper – I and Paper – II) will be called for Paper-III (Descriptive Paper).
(ii)	Candidates who secure the minimum threshold marks in Paper– I, Paper- II and Paper- III in aggregate out of 500 marks will be called for Interview. Interview carries 100 marks.
(iii)	The total marks for the post of Section Officer (Gen/F&A/S&P) will be 600.
(iv)	Final Select/Wait List will be prepared keeping in view the number of vacancies and total marks obtained by the candidates, subject to securing the minimum threshold marks.

For the post of Assistant Section Officer (Gen/F&A/S&P) only :-

(i)	Candidates who secure the minimum threshold marks in aggregate out of 350 marks (Paper – I and Paper – II) will be called for Paper-III (Descriptive Paper) and Computer Proficiency Test (CPT). CPT is Qualifying in nature and Marks obtained in CPT will not be counted towards final marks.
(ii)	The total marks for the post of Assistant Section Officer (Gen/F&A/S&P) will be 500, excluding CPT.
(iii)	Final Select/Wait List will be prepared keeping in view the number of vacancies and total marks obtained by the candidates, subject to securing the minimum threshold marks and qualifying marks in CPT.

Notes:

The above process is suggestive only. Final decision to hold Paper- I, Paper- II on the same day or on different days and when to hold Paper- III, CPT/Interview and any related issue, may be taken by the Competent Authority keeping in view the Mode of Examination and logistics etc.

B. Syllabus and Break up of Marks

Paper – I - General Awareness and English Language and Comprehension (Total Marks = 150) (Time : 02 Hours)		Marks and Nos. of Questions
General Awareness		100
(i)	History of India & Indian National Movement	
(ii)	Constitution of India, Polity, Governance, Social Justice	
(iii)	Current events of National and International importance	
English Language & Comprehension		50
(i)	Comprehension	
(ii)	Do as directed (Active-Passive; Direct-Indirect etc.)	
(iii)	Prepositions, fill in the blanks,	
(iv)	Synonyms/Antonyms	
(v)	Sentence Correction; common errors	
(vi)	Punctuation, Idioms & Phrases etc.	

Paper – II - General Intelligence, Reasoning and Mental Ability (Total Marks = 200) (Time : 02:30 Hours)		Marks and Nos. of Questions
(i)	General Intelligence, Reasoning and Mental Ability	25
(ii)	Arithmetical and Numerical Ability	25
(iii)	General Science	25
(iv)	Economic & Social Development and General issues on Environmental Ecology, Bio-diversity and Climate Change	25
(v)	Ethics, Integrity and Aptitude	25
(vi)	Decision Making and Problem solving	25
(vii)	Management Principles & Practices	25
(viii)	National Geography	25

Paper – III - English/Hindi – Descriptive Paper (Total Marks = 150) (Time : 02 Hours)		Marks
(i)	Essay writing (02 questions)	100
(ii)	Precis writing (01 question)	30
(iii)	Letter/Application writing (01 question)	20

Annexure – I**Indicative Detailed Syllabus****Paper – I****General Awareness****(i) History of India & Indian National Movement**

Sources of Indian History, The Harappan Civilization, The Mauryan, The Vedic, Post Mauryan period (200 BC-300 AD), Gupta & Post - Gupta period: Society, Economy & Polity, Chronology of Events in Medieval India, North India between 750-1200, The Sultans of Delhi, The Mughal Kings, The Marathas, The Saints of Medieval India, Indian in the Eighteenth Century, Rise of the Regional Powers, economic Impact of The British, Indian Renaissance and Reform Movement, Early Uprisings Against The British, The Revolt of 1857, Nature and Causes For The Rise of National Movement, The Rise of Neo-Nationalists or Extremists, The Beginning of the Gandhian Era.

(i) Constitution of India, Polity, Governance, Social Justice

- Indian Constitution – historical underpinnings, evolution, features, amendments, significant provisions and basic structure
- Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein
- Comparison of the Indian constitutional scheme with that of other countries
- Separation of powers between various organs dispute redressal mechanisms and institutions
- Parliament and State Legislatures – structure, functioning, the conduct of business, powers & privileges and issues arising out of these
- Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies
- Structure, organization and functioning of the Executive and the Judiciary Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity
- Government policies and interventions for development in various sectors and issues arising out of their design and implementation
- Statutory, regulatory and various quasi-judicial bodies
- Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections
- Health, Education, Human Resources
- Development processes and the development industry the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders
- Issues relating to development and management of Social Sector/Services relating to
- Important aspects of governance, transparency and accountability, e-governance- applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures
- Issues relating to poverty and hunger

(iii) Current event of National and International importance

National - National Issues, Indian Economy, Indian Polity, Judiciary, Environment, Science and Technology, States, Social Schemes, Sports News, Reports, Committee and Commission, Awards and Honours, Accident and calamities, First in India.

International -Important Summits & Events, International Awards, First in the world, International leadership, International Reports, International committees and recommendations, Geographical event around the world.

English Language & Comprehension :

Comprehension, do as directed (Active-Passive; Direct-Indirect etc.), Prepositions, fill in the blanks, synonyms, antonyms, sentence correction, common errors, punctuation, idioms & phrases etc.

Paper – II**(i) General Intelligence & Reasoning and Mental Ability :**

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, judgement, 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.

General Mental Ability : Analogy, Classification, Series, Coding-Decoding, Blood relations, Direction Sense Test, Logical Venn Diagrams, Alphabet Test, Sitting Arrangements, Mathematical Operations, Arithmetical Reasoning, Inserting the Missing Character, Number, Ranking and Time Sequence Test, Eligibility Test.

(ii) Arithmetical and Numerical Ability : Simplification, Decimals, Data Interpretation, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iii) General Science : **1. Physics** -Mechanics, heat, magnetism, Electricity, Light, sound, ,modern physics, **2. Chemistry** - nature and composition of substances, atomic structure, radioactivity, isotopic isotope isotronic, chemical bond, Oxidation & Equipment, acid, ash and salt, Valency and Atomic Weight, General properties of gases, Merger, electrochemistry, thermochemistry, chemical kinetics, inducement, fuel, periodic classification of elements, Latin names and chemical symbols of elements, metallurgical treatment, metals and their compounds, non-metals and their compounds, organic chemistry, Various such as alloy, fertilizer, cement etc.**3. Biology** -plant diseases, plant tissue, plant genetics, cell Biology, ecology, Pollution, health and nutrition, human physiology, classification of animal kingdom, branch of zoology, chief biologist. **4. Computer/IT** - Basic knowledge and fundamentals about Computer, Word Processing, Spread sheet, generation of Slides, Email etc.

(iv) Economic & Social Development and General issues on Environmental Ecology, Bio-diversity and Climate Change :

Economic growth and development – basic concept and definition of economy and economics, uses and transfer of resources, distributive effects, macro and micro economic policy, micro-macro balance, distributive impact of economic policies, development versus growth, determinant of growth and development, concepts such as HPI/MPI, HDI, PQLI, GEM, GDI/GII, TAI, Green index, sustainable development, India's ranking in the various indices.

General issues on Environmental Ecology, Bio-diversity and Climate Change –

- Terms like climate change, ecosystem, sustainable development, natural disaster, etc. are regularly featured in the news.
- Environment topics can be interlinked with core concepts of other subjects like geography, biology, botany, zoology and also the economy.
- Environment can also overlap with policy and governance since many government schemes are linked towards preserving the natural resources and environment, conservation of flora and fauna, and reducing pollution, etc.

(v) Ethics and Human Interface : Essence, determinants and consequences of Ethics in-human actions; dimensions of ethics; ethics - in private and public relationships. Human Values - lessons from the lives and teachings of great leaders, reformers and administrators; role of family society and educational institutions in inculcating values.

(vi) Decision Making and Problem solving: Identify the problem, Identify the possible solutions, Select the best solution, Eliminate other solutions, Make the decision.

(vii) Management Principles & Practices

Principles of management (Planning, organizing, Directing & Control etc.), Job analysis, Job description Job specification, Job design, Job change, Recruitment, Communication, Leadership, Motivation, Negotiations, Financial Management, Delegation, Working & Networking, Project Appraisal, Career Advancement, Procurement, Stores, Inventory Management, Facilities & Infrastructure Management

(viii) National Geography : Basics of India, Physical features, River systems, Climate, Minerals and Industries, Agriculture, Natural vegetation and fauna, Economic infrastructure, Human Geography

Paper – III**English / Hindi – Descriptive Paper**

(i)	Essay writing (02 questions)
(ii)	Precis writing (01 question)
(iii)	Letter/Application writing (01 question)

A4. Computer Proficiency Test (CPT)**Computer Proficiency Test – Qualifying in Nature - For the posts of ASOs (Gen/F&A/S&P) only (Total Marks = 100) (Time : 01 Hour)**

(i)	CPT will judge proficiency in Word Processing, Spread Sheet, Generation of Slides etc. Exercises will include Typing of a passage and/or other word processing exercises; preparation of spreadsheet; preparation of Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office.
(ii)	CPT will be qualifying only. Candidates are required to obtain the Minimum cut off marks in CPT.
(iii)	For PwBD candidates, Govt. of India/Staff Selection Commission (SSC) rules on CPT shall be followed.
