

## STAFF SELECTION COMMISSION

Exams Conducted By SSC (Staff Selection Commission)

- Combined Graduate Level Examination (CGL)
- Combined Higher Secondary Level (CHSL) 10+2 Examination
- Multitasking (Non-Technical) Staff Examination
- IMD Scientific Assistant Exam
- Stenographers Grade 'C' and 'D' Examination
- SSC Constables (GD) in CAPFs, NIA & SSF Examination
- Sub Inspector in CPOs Exam
- Junior Engineer (Civil & Elect) Examination
- Junior Translators (CSOLS) /Junior Hindi Translators Examination

### SSC CGL (COMBINED GRADUATE LEVEL)

The Examination will be conducted in four tiers as indicated below:

- Tier-I: Computer Based Examination
- Tier-II: Computer Based Examination
- Tier-III: Pen and Paper Mode (Descriptive paper)
- Tier-IV: Computer Proficiency Test/ Data Entry Skill Test (wherever applicable)/ Document Verification

**EDUCATION QUALIFICATION:** A Graduation Degree in any discipline with a minimum of 50% marks.

#### Tier I Examination:

Subject	No of Questions	Maximum Marks	Time
General Intelligence and Reasoning	25	50	60 minutes
General Awareness	25	50	
Quantitative Aptitude	25	50	
English Comprehension	25	50	

**Tier II Examination:**

<b>Subject</b>	<b>No of Questions</b>	<b>Maximum Marks</b>	<b>Time</b>
<b>Paper I:</b> Quantitative Abilities	100	200	120 minutes
<b>Paper II:</b> English Language and Comprehension	200	200	120 minutes
<b>Paper III:</b> Statistics	25	50	120 minutes
<b>Paper IV:</b> Finance and Economics	25	50	120 minutes

**Tier III Examination:**

<b>Mode of Examination</b>	<b>Scheme of Examination</b>	<b>Maximum Marks</b>	<b>Time Allowed</b>
Pen and Paper	Writing of Essay/Precise/Letter/Application etc.	100	60 minutes

**TIER-I SYLLABUS:**

**General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation,

Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

**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 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 especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

**Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, 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, 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, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

## **TIER II - SYLLABUS**

**Paper-I (Quantitative Abilities):** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, 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, 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, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

**Paper-II (English Language and Comprehension):** Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/ detecting misspelled 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.

### **COMBINED HIGHER SECONDARY LEVEL (10+2) EXAMINATION**

1. Lower Division Clerk (LDC)/ Junior Secretariat Assistant (JSA)
2. Postal Assistant (PA)/ Sorting Assistant (SA)
3. Data Entry Operator (DEO)
4. Postal Assistant (PA)/ Sorting Assistant (SA):

**EDUCATION QUALIFICATION:** A 12th pass certificate from any board or university (no minimum percentage specified)

**Tier I Examination:**

<b>Subject</b>	<b>No of Questions</b>	<b>Maximum Marks</b>	<b>Time</b>
General Intelligence and Reasoning	25	50	60 minutes
General Awareness	25	50	
Quantitative Aptitude	25	50	
English Language	25	50	

**SYLLABUS:**

**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.

**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.

**Quantitative Aptitude:**

**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.

**Tier-II (Descriptive Paper)**

- Tier-II Paper will be a descriptive Paper of 100 Marks in “*Pen and Paper*” Mode.
- The duration of the Descriptive Paper would be for *one hour*. The Paper would comprise writing of an Essay of 200-250 words and a Letter/ Application of approximately 150-200 words.
- The minimum qualifying marks in Tier-II would be 33 per cent.

## MULTI TASKING (NON-TECHNICAL) STAFF EXAMINATION

### Tier I Examination:

Subject	No of Questions	Maximum Marks	Time
General Intelligence and Reasoning	25	25	90 minutes
General Awareness	25	25	
Numerical Aptitude	25	25	
General English	25	25	

### Tier II (Qualifying Nature):

Scheme of Examination	Maximum Marks	Time Allowed
Short Essay/Letter in English or in any language included in the 8 <sup>th</sup> schedule of the Constitution.	50	30 minutes

### INDICATIVE SYLLABUS FOR COMPUTER BASED EXAMINATION (PAPER-I):

**1. English Language:** Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability would be tested.

**2. General Intelligence and Reasoning:** It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, 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.

**3. Numerical Aptitude:** 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 Tables and Graphs, Mensuration, Time

and Distance, Ratio and Time, Time and Work, etc.

**4. 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 neighbouring 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.

### **SSC CPO Syllabus**

The SSC exam syllabus and paper pattern information for the Central Police Organization (CPO) exam.

**EDUCATION QUALIFICATION:** A Graduation Degree in any discipline from a recognised university (no minimum percentage specified)

**The detailed SSC CPO Exam Pattern is as follows:**

<b>Paper</b>	<b>Subject</b>	<b>No of questions</b>	<b>Total Marks</b>	<b>Duration</b>
Paper 1	General Intelligence & Reasoning	50	50	02 hours
	General Knowledge & General Awareness	50	50	
	Quantitative Aptitude	50	50	
	English Comprehension	50	50	
Paper 2	English language & Comprehension	200	200	02 hours

## SSC JE Syllabus

The SSC Syllabus and exam pattern for the Junior Engineer (JE) are covered

The SSC JE Exam Pattern is given below:

Paper	Exam Mode	Subject	No. of Questions	Total Marks	Duration
Paper-I: Objective Type	Computer-based Test	General Intelligence and Reasoning	50	50	02 hours
		General Awareness	50	50	
		Part-A General Engineering (Civil & Structural) Or Part-B General Engineering (Electrical) Or Part-C General Engineering (Mechanical)	100	100	
Paper-II: Descriptive Type	Written Test	Part-A General Engineering (Civil & Structural) Or Part- B General Engineering (Electrical) Or Part-C General Engineering (Mechanical)		300	02 hours



## SSC Stenographer Syllabus

The SSC Stenographer exam consists of two stages:

1. Computer Based Test
2. Skill Test

The exam pattern of SSC Stenographer CBT exam is as mentioned below.

SSC Stenographer Exam Pattern CBT		
Stenographer CBT Sections	Number of Questions	Max Marks
General Awareness	50	50
General Intelligence & Reasoning	50	50
English Language & Comprehension	100	100
Total	200	200

The computer-based test is an online objective type test. Candidates have to complete the CBT exam in **2 hours**. One mark is awarded for each right answer and **0.25 marks** are deducted for every wrong answer.