



150
YEARS OF
CELEBRATING
THE MAHATMA

Staff Selection Commission



भारत सरकार

Multi Tasking (Non-Technical) Staff Exam Syllabus 2019

13 **Scheme of Examination:**

13.1 The examination will consist of a Computer Based Examination (Paper-I) and a Descriptive Paper (Paper-II).

13.2 The dates of examinations indicated below are tentative. Any change in the schedule of examinations will be informed to the candidates through the website of the Commission.

13.3 **Paper-I (Computer Based Examination-Objective Type):**

Dates of Computer Based Examination (Tier-I)	Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
02-08-2019 to 06-09-2019	I	General English	25/ 25	90 Minutes (120 Minutes for candidates eligible for scribes as per para 8.1 and 8.2)
	II	General Intelligence & Reasoning	25/ 25	
	III	Numerical Aptitude	25/ 25	
	IV	General Awareness	25/ 25	

13.5 **Indicative Syllabus for Computer Based Examination (Paper-I):**

13.5.1 Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

13.5.2 **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.

13.5.3 **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.

13.5.4 **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.

13.5.5 **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.

13.5.6 For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the Paper.

13.4 **Paper-II (Descriptive):**

Subject	Maximum Marks	Time Duration
Short Essay/Letter in English or in any language included in the 8th schedule of the Constitution.	50	30 minutes (40 minutes for the candidates eligible for scribes as per Para 8.1 and 8.2).

13.6 **Paper-II:** The Paper will be set in Hindi, English and in other languages mentioned in the VIII Schedule of the Constitution as given in Annexure-XIV, to test basic language skills commensurate with the educational qualification prescribed for the post. Candidates will be required to write one short essay/ letter.