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 the candidates in Computer Based Examination, if conducted in multiple shifts, will be, normalized by using the procedure published by the Commission vide Notice dated 02-06-2025 and such normalized scores will be used to determine final merit and cut-off marks.

13.3 Tentative Answer Keys of the Computer Based Examinations 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 stipulated time limit on payment of **₹ 50/-** per question, which is non-refundable. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations regarding the Tentative Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. The Final Answer Keys will be used for processing the result of Computer Based Examination and the same will be uploaded on the website of the Commission after the declaration of result of Computer Based Examination.

13.4 The Commission has published 'Guidelines regarding Challenge/ Objection Management System' vide its Notice dated 10.04.2026 on its website. The candidates are advised to go through the guidelines carefully as these will be applicable for this Examination.

13.5 The schedule of examinations indicated in the Notice is tentative. Any change in the schedule of examinations or any other information about the examination will be communicated to candidates only through the website of the Commission.

13.6 In the question papers, wherever necessary, the Metric systems of weights and measures will be used.

13.7 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.

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

Tier	Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
	I	English Language (Basic Knowledge)	25/ 50	60 Minutes (with sectional timer of 15 minutes for each subject)

I				(80 Minutes (with sectional timer of 15+5=20 minutes for each subject) 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-XV** 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: A: Mathematical Abilities B: Reasoning and General Intelligence.	30 30 Total = 60	60*3 = 180	1 hour (with sectional timer of 30 minutes each for Mathematical Abilities and Reasoning and General Intelligence) [1 hours and 20 minutes (with sectional timer of 30+10=40 minutes for each subject) for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3]

		Section-II: A: English Language and Comprehension B: General Awareness	40 20 Total = 60	60*3 = 180	1 hour (with sectional timer of 40 minutes for Subject A i.e. English Language & Comprehension and 20 minutes for Subject B i.e. General Awareness) [1 hours and 20 minutes (with sectional timer of 40+15=55 minutes for Subject A i.e. English Language & Comprehension and 20+5=25 minutes for Subject B i.e. General Awareness) for the candidates eligible for scribe as per Para-7.1, 7.2 and 7.3]
		Section-III: Computer Knowledge Test	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-IV: Skill Test/Typing Test	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, 7.3]

13.9.1 Tier-II will include following four sections as under:

13.9.1.1 Section-I:
A: Mathematical Abilities
B: Reasoning and General Intelligence

13.9.1.2 Section-II:
A: English Language and Comprehension
B: General Awareness

13.9.1.3 Section-III: Computer Knowledge Test

13.9.1.4 Section-IV: 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 Section-III. Session-II will include conducting of Section-IV.

13.9.3 Session-I will include conducting of Section-I, Section-II and Section-III. Therefore, duration of Session-I will be 2 hours and 15 minutes.

13.9.4 Section-I has two Parts viz., A (Mathematical Abilities) and B (Reasoning and General Intelligence). The candidates will get one hour to complete this section. On completion of one hour, this section will get automatically closed.

13.9.5 Immediately after completion of Section-I, the two Parts of Section-II viz. A (English Language and Comprehension) and B (General Awareness), will start. Section-II will also be for one hour and immediately on completion of one hour, this section will get automatically closed.

13.9.6 Section-III viz. Computer Knowledge Test will commence immediately after completion of Section-II and will be for duration of 15 minutes. On completion of Section-III, Session-I will come to an end.

13.9.7 After the completion of Session-I, the candidates will get a break for re-registration for Session-II.

13.9.8 Session-II will include conducting of Section-IV i.e. Skill Test/Typing Test.

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

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

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

13.9.12 Section-III i.e. Computer Knowledge Test is mandatory but qualifying in nature.

13.9.13 Section-IV i.e. Skill Test/ Typing Test:

13.9.13.1 Section-IV will include conducting of Skill Test/ Typing Test in Session-II on the same day.

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

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

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

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

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

(i) Skill Test is mandatory for Data Entry Operators. No candidate is exempted from appearing in the Skill Test.

(ii) **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.

(iii) **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.

(iv) 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.

13.9.13.7 **Part C - Typing Test for other posts i.e. LDC/ JSA:**

i. 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.

ii. 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.

iii. 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.

iv. The speed will be adjudged on the accuracy of typing on the Computer

of a given text passage in 10 minutes.

v. 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.

vi. 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.

vii. Persons with Disabilities candidates, who otherwise qualified to hold the post(s) and who are certified as being unable to type by the competent Medical Authority i.e. the Civil Surgeon of Government Health Care Institution, may be exempted from passing the typing test. Such certificate shall be submitted in the prescribed format **(Annexure-XIII).** The term 'Persons with Disability (PwD)', in this case, does not cover those who are visually handicapped or who are hearing handicapped but covers only those whose physical disability permanently prevents them from typing. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure-XI** to **Annexure-XII** 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.

viii. Candidates opting for Hindi language as the medium for the Typing/Skill Test for the post of LDC/JSA will be required to type in **Mangal Font only**. The use of any other font by the candidate will lead to their non-qualification in typing/skill test for the post of LDC/JSA or any other equivalent posts.

13.10 **Indicative Syllabus (Tier-I):**

13.10.1 **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.

13.10.2 **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, Numerical operations, Other sub-topics, if any.

13.10.3 **Quantitative Aptitude:**

i. **Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

ii. **Fundamental arithmetical operations**: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

iii. **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

iv. **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.

v. **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.

vi. **Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin 2\theta + \cos 2\theta = 1$ etc.

vii. **Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

13.10.4 **General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

13.10.5 For VH candidates of 40% and above visual disability, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence and Quantitative Aptitude parts.

13.11 **Indicative Syllabus (Tier-II):**

13.11.1 **Mathematical Abilities:**

i. **Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

ii. **Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

iii. **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

iv. **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.

v. **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.

vi. **Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin 2\theta + \text{Cos}2\theta = 1$ etc.

vii. **Statistics and probability:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities.

13.11.2 **Reasoning and General Intelligence:** Questions of both verbal and non-verbal type. These 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, Numerical operations, Other sub- topics, if any.

13.11.3 **English Language and Comprehension:** Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; 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. To test comprehension, two or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other paragraph should be based on current affairs editorial or a report.

13.11.4 **General Awareness:** Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

13.11.5 **Computer Knowledge/Proficiency:**

i. **Computer Basics:** Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back- up devices, PORTs, Windows Explorer, Keyboard shortcuts.

ii. **Software:** Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc.

iii. **Working with Internet and e-mails:** Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

iv. **Basics of networking and cyber security**: Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

13.11.6 **For VH candidates of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the Mathematical Abilities and Reasoning and General Intelligence modules.**