

SSC Multi-Tasking (Non-Technical) Staff, and Havaladar (CBIC & CBN) Syllabus

Scheme of Examination:

- The examination will consist of a Computer Based Examination, Physical Efficiency Test (PET)/ Physical Standard Test (PST) (only for the post of Havaladar).
- The Computer Based Examination will be conducted in Hindi, English and in 13 regional languages viz. (iii) Gujarati, (iv) Kannada, (v) Konkani, (vi) Malayalam, (vii) Manipuri, (viii) Marathi, (ix) Odia, (x) Punjabi, (xi) Tamil, (xii) Telugu and (xiii) Urdu
- There shall be no provision for re scores. No correspondence in this regard shall be entertained.

Computer Based Examination:

Part	Subject	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
Session-I			45 Minutes (60 Minutes for candidates eligible for scribes as per para 8)
I	Numerical and Mathematical Ability	20/60	
II	Reasoning Ability and Problem Solving	20/60	
Session-II			45 Minutes (60 Minutes for candidates eligible for scribes as per para 8)
I	General Awareness	25/75	
II	English Language and Comprehension	25/75	

- There will be no negative marking in Session-I. In Session-II, there will be negative marking of one mark for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering questions.

Indicative Syllabus for Computer Based Examination :

- **Numerical and Mathematical Ability:** It will include questions on problems relating to Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.
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- **Reasoning Ability and Problem Solving:** The questions in this part intend to measure the candidates' general learning ability. The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.
- **General Awareness:** The broad coverage of the test will be on Social Studies (History, Geography, Art and Culture, Civics, Economics), General Science and Environmental studies up to 10th Standard.
- **English Language and Comprehension:** Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct comprehension, a simple paragraph may be given and question based on the paragraph to be asked.

