

Based on New Syllabus

For the posts of

- Postal Assistants/Sorting Assistants
- Lower Division Clerks
- Data Entry Operators

By

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General Information

AGE LIMIT

18-27 years as on stipulating date given in the advertisement, for Data Entry Operator and LDCs.

Note: Candidate should note that the Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate only available on the date of submission of application will be accepted by the Commission and no subsequent request for its change will be considered.

Upper Age limit relaxable as per Govt. Rules.

EDUCATIONAL QUALIFICATIONS

Must have passed 12th Standard or equivalent examination from a recognised Board or University.

As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through Open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, IGNOU. Accordingly, unless such Degrees had been recognized for the period when the candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

Candidates who have not acquired but will acquire the educational qualification and acquire documentary evidence from the Board/University in support thereof **as on prescribed date** will also be eligible.

All candidates who are called for appearing at the **Skill Test/Typing Test** will be required to produce the relevant Certificate in Original such as Mark sheets, Provisional Certificate etc. as proof of having acquired the minimum educational qualification on or before the prescribed date, failing which the candidature of such candidate will be cancelled by the Commission. The candidates who are able to prove by documentary evidence that the result of the qualifying examination was declared on or before the cut off date and he/she has been declared passed, will also be considered to have the required Educational Qualification.

EXAMINATION CENTRES

Agra, Allahabad, Bareilly, Gorakhpur, Kanpur, Lucknow, Meerut, Varanasi, Bhagalpur, Muzaffarpur, Patna, Kolkata, Midnapur, Port Blair, Sambalpur, Gangtok, Jalpaiguri, Bhubaneshwar, Cuttack, Ranchi, Chinsurah, Siliguri, Berhampore, Malda, Keonjhargarh, Bangaluru, Thiruvananthapuram, Kochi, Thrissur, Gulbarga, Mangalore, Mysore, Dharwar, Kozhikode (Calicut), Delhi, Jaipur, Jodhpur, Kota, Bikaner, Udaipur, Ajmer, Alwar, Sriganganagar, Dehradun, Haldwani, Srinagar (Uttarakhand), Almora, Haridwar, Guwahati (Dispur), Itanagar, Dibrugarh, Jorhat, Silchar, Imphal, Shillong, Aizwal, Kohima, Churachandpur, Agartala, Hyderabad, Guntur, Kurnool, Rajahmundry, Tirupati, Coimbatore, Chennai, Madurai, Puducherry, Tirunelveli, Tiruchirapalli, Vishakhapatnam, Aurangabad, Mumbai, Kolhapur, Nagpur, Panaji, Pune, Thane, Bhandara, Chandrapur, Akola, Jalgaon, Ahmedabad, Vadodara, Rajkot, Surat, Bhavnager, Kutch, Nashik, Nanded, Amravati, Ambikapur, Indore, Jabalpur, Jagdalpur, Chindwara, Guna, Khandwa, Ratlam, Satna, Sagar, Raipur, Durg, Bhopal, Gwalior, Bilaspur,

Jalandhar, Leh, Chandigarh, Jammu, Srinagar (J & K), Shimla, Bhathinda, Hamirpur, Anantnag, Baramula, Rajouri, Kargil, Dodda, Amritsar, Patiala.

No change of Centre of Examination will be entertained.

The Commission **reserves** the right to cancel any Centre and ask the candidates of that centre to appear from **another** centre. Commission also reserves the right to **divert** candidates of any centre to some other Centre to take the examination.

SCHEME OF EXAMINATION

The examination will consist of a Written Examination and Skill Test for the post of Data Entry Operator and Written Test and Typing Test for the post of Postal Assistant & Sorting Assistant (PA/SA) and Lower Division Clerk on Computer.

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of **one objective type** paper as shown below :

Part	Subject	Maximum Marks	Total Duration/ Timing for General Candidates	Total Duration/ Timing for Visually Handicapped/Cerebral Palsy Candidates including Compensatory Time
I	General Intelligence (50 questions)	50		
II	English Language (Basic Knowledge) (50 questions)	50	2 hours	2 hours 40 mins.
III	Quantitative Aptitude (Basic Arithmetic Skill) (50 questions)	50		
IV	General Awareness (50 questions)	50		

The Proposal for Online Examination is under consideration of the Government of India and if approved examination may be held on-line.

Written examination consists of **Objective Type-Multiple Choice Questions** only. The questions will be set **both in English & Hindi for Part I, III & IV.**

There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

Answer keys will be placed on Commission's website and written examination. Any representation regarding answer key received within 7 days of uploading of the answer key will be scrutinized and the decision of the Commission in this regard will be final.

The Commission reserves the right to introduce additional stage of examination which would be notified at suitable time, if considered necessary.

Syllabus

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.

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.

Quantitative Aptitude

ARITHMETIC

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 Alligation, 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, Heights 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.

General Awareness

Questions are designed to test the ability of 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 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 History, Culture, Geography, Economic Scene, General Polity and Scientific Research etc.

For VH candidates of 40% and above visual disability and opting for SCRIBES there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / Quantitative Aptitude.

(B) SKILL TEST FOR DATA ENTRY OPERATOR

Data Entry Speed of 8000 (eight thousand) Key Depressions per hour on Computer.

The 'Speed of 8000 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 and the duration of the said Test will be 15 minutes and printed matter in English containing about 2000-2200 strokes/key-depressions would be given to each candidate who would enter the same in the Computer. Visually handicapped candidates (with 40% disability and above) will be allowed 35 minutes including compensatory time 20 minutes for the skill test.

The 'Data Entry Speed' Skill Test would be **of qualifying nature.** Candidates allowed to take this test, will have to qualify the test at the prescribed speed on Computer, to be provided by the Commission or the agency authorized by the Commission to conduct such skill test at the Centre/venue so notified.

Only those candidates who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Commission at its discretion, will be called for skill test. The Commission may also at its discretion, fix qualifying marks in each component of the written examination.

Provided that candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, ExS and PH may be called for the Skill Test by the Commission by applying relaxed standards if the Commission is of the opinion that sufficient number of candidates of these categories are not likely to be available for the skill test on the basis of qualifying criteria for general category candidates in order to fill up the vacancies reserved for these categories (*i.e.*, SC, ST, PH, ExS and OBC).

Only such candidates who qualify in the Skill Test at a speed of not less than 8000 key-depressions per hour will be eligible for being recommended for appointment as per their position in the merit list.

None of the candidates including PH candidates who qualify in the written part of the examination will be exempted from the Skill Test as passing of the skill test is precondition and one of the essential qualifications for appointment to the post of Data Entry Operator.

NOTE: Central Government civilian employees availing age relaxation must furnish 'No Objection Certificate' from their Employer/Office **at the time of the skill test**, failing which the benefit of age relaxation will not be allowed to such candidates and they will not be allowed to appear in the Skill Test.

The skill test will be held at the Commission's Regional Offices or other centres as may be decided by the Commission.

(C) TYPING TEST FOR POSTAL ASSISTANT/SORTING ASSISTANT AND LDCs

Typing Test will be conducted for those candidates who qualify in the Written Examination. **Such Typing Test will be conducted in English or Hindi** and candidates while applying for the

Examination, will have to indicate his/her choice/option for Skill Test Medium in the Application Form.

Typing Test will be of qualifying in nature, it will be administered on the Computer, to be provided by the Commission or any agency authorized by the Commission.

Candidates opting for English medium should have typing speed of 35 words per minute and those opting for Hindi medium should have typing speed of 30 words per minute.

The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes. Visually Handicapped candidates (with 40% disability and above) will be allowed 30 minutes.

Passage Dictators will be provided to VH candidates for the Typewriting test. The Passage Dictators will read out the passage to VH candidates within the allotted time period.

NOTE-I: 35 w.p.m. and 30 w.p.m. corresponds to 10500 key depressions per hour/9000 key depressions per hour respectively.

NOTE-II: OH candidates who claim to be permanently unfit to take the typewriting test because of a physical disability may, with the prior approval of the Commission, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format to the Commission from the competent Medical Authority, *i.e.*, the Civil Surgeon declaring him/her to be permanently unfit for the Typewriting Test because of a physical disability.

NOTE-III: If an OH candidate who submits a Medical Certificate from the Medical Board attached to VRC for PH persons or from the Medical Board attached to Special Employment Exchange for PH persons, his/her claim for exemption from Typewriting Test would be accepted. However, if, she/he submits Medical Certificate from Civil/ Orthopaedic Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance.

OH Candidates seeking exemption from Typing test on medical ground must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as published in the advertisement at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Commission.

NOTE-IV: If any candidate does not opt for any medium for typing, his option will be deemed to be for English medium.

NOTE-V: Only those candidate who secure at least the minimum qualifying marks in the written examination, as may be fixed by the Commission at its discretion, will be called for Typing Test. The Commission may also, at its discretion, fix the minimum qualifying marks in each component of the written examination.

MODE OF SELECTION

Candidates will be shortlisted for the skill test/typing test on the basis of their performance in the Written Examination. Candidates who qualify in the skill test/typing Test will be recommended for appointment by the Commission on the basis of their performance in the Written Examination. Allocation of candidates will be made to user Departments depending upon their merit position and option exercised by them.

Provided that SC, ST, OBC and PH candidates, who are selected on their own merit without relaxed standards, alongwith belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PH candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, and PH candidates which will, thus, comprise of SC, ST, OBC and PH candidates who are lower in merit

than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

An Ex-Serviceman or Physically Handicapped (OH/VH/HH) category candidate who qualifies on the basis of relaxed standards, *viz.*, age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc., is to be counted against reserved vacancies and not against general vacancies. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction of the military service rendered from the age of Ex-Servicemen is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time it is found that they do not fulfill any of the eligibility conditions their candidature for the examination will be cancelled by the Commission.

The data submitted by candidates who qualify for the Skill Test, in their application form, will be verified with the documents submitted before the Skill Test. Selection will be based on this verified data.