

will not be entertained.

13.5.5 **Indicative Syllabus for the Computer Based Examination (Tier-I):**

- 13.5.5.1 **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.
- 13.5.5.2 **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, Other sub-topics, if any Numerical operations.
- 13.5.5.3 **Quantitative Aptitude:**
- 13.5.5.3.1 **Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
- 13.5.5.3.2 **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.
- 13.5.5.3.3 **Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.
- 13.5.5.3.4 **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.
- 13.5.5.3.5 **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.
- 13.5.5.3.6 **Trigonometry:** Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin^2\theta + \cos^2\theta=1$ etc.,
- 13.5.5.3.7 **Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.
- 13.5.5.4 **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.

- 13.5.6 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.

13.6 **Tier-II (Descriptive Paper)**

- 13.6.1 Tier-II Paper will be a descriptive Paper of 100 Marks in 'Pen and Paper' Mode. The duration of the Descriptive Paper will be for one hour (20 minutes compensatory time will also be provided to the candidates eligible for scribe as per Para 8.1 and 8.2 above). The Paper will comprise of writing Essay/ Letter/ Application/ Precis etc.
- 13.6.2 The minimum qualifying marks in Tier-II would be 33 per cent.
- 13.6.3 The paper will have to be written either in Hindi or in English. Part paper written in Hindi and Part in English will be awarded zero marks.
- 13.6.4 Candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.
- 13.6.5 Candidates shall not write any personal identity e.g. name, roll number, mobile number, address, etc. inside the Answer Book. The candidates who fail to adhere to these instructions will be awarded zero marks even if marks are awarded during the evaluation process.

13.7 **Tier-III (Skill Test/ Typing Test):**

- 13.7.1 Skill Test/ Typing Test for the shortlisted candidates will be conducted on the computers provided by the Commission or its authorized agency.
- 13.7.2 Skill Test/ Typing Test will be conducted in the cities where Regional Offices of the Commission are located or as decided by the Commission.
- 13.7.3 Skill Test/ Typing Test will be of qualifying nature.
- 13.7.4 Errors in the Skill Test will be calculated up to 2 decimal places.
- 13.7.5 Skill Test/ Typing Test will be conducted as per the following scheme:

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

- 13.7.6.1 Skill Test is mandatory for Data Entry Operators. No candidate is exempted from appearing in the Skill Test.
- 13.7.6.2 '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.
- 13.7.6.3 For the post of Data Entry Operator Grade 'A' in the Office of the Comptroller and Auditor General of India (C&AG):The 'speed of 15000 (Fifteen Thousand)Key Depressions per hour on Computer' will be