

- (b) No request for change of Centre of Examination will be considered later under any circumstances. Hence, the candidates should select the centers, carefully and indicate the same correctly in their applications.
- (c) The Commission will endeavour to accommodate the candidates in centres opted by them. However, 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.

12. SCHEME OF EXAMINATION:

- (a) The examination will consist of two papers, Paper-I will be held on 12-01-2019 and Paper-II will be notified later on. Detail of these papers will be as follows:-

Date of Exam	Part	Mode of Paper	Subject	Number of Questions/ Maximum Marks	Total Duration / Timing for General candidates
12-01-2019 (Saturday)	Paper- I (Objective Type)	Computer Based Mode	(i) General Hindi (ii) General English	100/ 100 100/ 100	2 Hours (2 hours and 40 minutes for the candidates who are allowed use of scribe as per Para-7 (a) and 7 (b) above)
(Will be intimated in due course)	Paper- II (Conventional Type)	Descriptive	Translation & Essay	200 marks	2 Hours (2 hours and 40 minutes for the candidates who are allowed use of scribe as per Para-7 (a) and 7 (b) above)

- (b) Paper-I will consist of Objective Type- Multiple choice questions only.
- (c) There will be negative marking of 0.25 marks for each wrong answer in Paper-I. Candidates are, therefore, advised to keep this in mind while answering the question.
- (d) Marks scored by candidates in the Computer Based Examinations (Paper-I), in case conducted in multiple shifts, will be normalized and such normalized scores will be used to determine final merit.

13 Indicative Syllabus

- (a) Paper-I (Computer Based Examination): The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases

and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

(b) Paper-II: Translation and Essay: 200 Marks (Conventional Type)

This paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed.

14. Document Verification (DV):

All the candidates qualified for Document Verification are required to come for Document Verification. Those who fail to do so will not be considered for any post at the time of final selection. Candidates will have to submit copies of various documents like Matriculation Certificate, educational qualification, caste certificate, relevant document, if any relaxation is taken, etc. Candidates will be required to produce all documents in original for verification at the time of document verification. Information about the required documents will be provided while calling candidates for DV. Detailed options for various posts and Departments will be taken from candidates either online or at the time of document verification.

15. Mode of selection:

- (a) All the candidates whose online applications are found to be in order will be called to appear in the Computer Based Examination. Admit Cards for calling candidates to appear in Computer Based Examination as well as all subsequent stages of examination will not be sent by post. Admit Cards for all stages of examination will be issued online on the websites of concerned Regional/ Sub-Regional Office of the Commission. Candidates are advised to regularly visit the websites of the Commission Headquarters (i.e. <https://ssc.nic.in>) and concerned Regional/ Sub-Regional office of the Commission i.e. the website of Regional/ Sub-Regional Office under whose jurisdiction the examination centres opted by the candidate is located (detail at para-11).
- (b) Based on the marks scored in the (Paper-I) i.e. Computer Based Examination, candidates will be shortlisted, category-wise, to appear in Paper-II.
- (c) Based on the performance in Paper-I+Paper-II, candidates will be shortlisted for Document Verification.
- (d) Final selection and allocation of Ministries/ Departments will be made on the basis of the performance of candidates in Paper-I+Paper-II and the preference of Posts/ Departments exercised by them at the time of Document Verification.
- (e) Once the candidate has been allotted his/ her first available preference, as per his/ her merit, he/ she will not be considered for any other option. Candidates are, therefore, advised to exercise preference of Posts/ Departments very carefully. The option/ preference once exercised by the candidates will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post/ Department by candidates will not be entertained under any circumstances.
- (f) The Commission makes final allotment of posts on the basis of merit-cum-preferences of Posts/ Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical/ medical/ educational standards. In other words, for example if a candidate has given higher preference for a post and is selected for that post; in that case, if he/ she fails

to meet the medical/ physical/ educational standards, his/ her candidature will be rejected and he/ she will not be considered for other preferences.

- (g) SC, ST, OBC and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/ unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC and PwD candidates.
- (h) SC, ST, OBC and PwD candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his/ her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of 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 will not be termed as relaxed standards in regard to age. Similarly for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- (i) A person with disability who is selected on his/ her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- (j) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- (k) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- (l) Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.
- (m) Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL).

16. Resolution of Tie Cases:

In case where more than one candidate secure the equal aggregate marks, tie will be resolved by applying the following methods one after another:

- i) Total marks in Paper-II.
- ii) Total marks in Paper-I.
- (ii) Date of birth, with older candidates placed higher.
- (iii) Alphabetical order in the names of the candidates.