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 $\sin 2\theta + \cos 2\theta = 1$ 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.