

About Exam

The Staff Selection Commission will hold a competitive examination for recruitment to the Group C posts viz. Lower Divisional Clerk/ Junior Secretariat Assistant, and Data Entry Operators for various Ministries/ Departments/ Offices of the Government of India and various Constitutional Bodies/ Statutory Bodies/ Tribunals, etc.

Essential Educational Qualifications (As on 01-08-2023)

- For Data Entry Operator (DEO)/ DEO Grade 'A' in the Office of Comptroller and Auditor General of India (C&AG), Ministry of Consumer Affairs, Food and Public Distribution, and Ministry of Culture: 12th Standard pass in science stream with Mathematics as a subject from a recognized Board or equivalent.
- For LDC/ JSA and DEO/ DEO Grade 'A' Candidates must have passed 12th Standard or equivalent examination from a recognized Board or University.
- The candidates who have appeared in their 12th Standard or equivalent examination can also apply, however they must possess Essential qualification on or before the cut-off date i.e., 01-08-2023.

Scheme of Examination

The Computer Based Examination will be conducted in two tiers as indicated below

Scheme of Tier-I Examination								
Tier	Part	Subject (Not in sequence)	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)				
	I	English Language (Basic Knowledge)	25/ 50					
I	п	General Intelligence	25/ 50	CO Minutes				
	-111	Quantitative Aptitude (Basic Arithmetic Skill)	25/ 50	60 Minutes				
	IV	General Awareness	25/ 50					

• The Tier-I Examination will consist of Objective Type, Multiple choice questions only. The questions will be set in English, Hindi and any language opted by the candidate in the application form, There will be negative marking of 0.50 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

Tier	Session	Subject	Number of Questions	Maximum Marks	Time allowed
11	Session-I (2 hours and 15 minutes)	Section-I Module-I: Mathematical Abilities	30	60x3 = 180	1 hour (for each section)
		Module-II: Reasoning and General Intelligence	30 Total = 60		
		Section-II Module-I: English Language and Comprehension Module-II: General Awareness	40 20 Total = 60	60x3 = 180	
		Section-III Module-I: Computer Knowledge Module	15	15x3 = 45	15 Minutes
	Session- II	Section-III Module-II: Skill Test/ Typing Test Module	Part A: Skill Test for DEO	_	15 Minutes
			Part B: Skill Test for DEO	_	15 Minutes
			Part C: Typing Test for LDC/JSA	_	10 Minutes

Mode of Selection

Minimum qualifying marks in Tier-I, and Section-I, Section-II & Module-I of Section-III of Tier-II Examination are as follows:

UR	30%
OBC/EWS	25%
All other categories	20%

- Candidates will be shortlisted for Tier-II Examination on the basis of their performance in Tier-I Examination. Normalized scores of candidates will be used to determine merit and for final selection.
- Tier-II Examination will be conducted for all the candidates qualified in Tier-I. In Tier-II, all the candidates will be required to appear in all three sections.
- In Tier-II, it will be mandatory for the candidates to qualify all the sections