



Scheme of SSC 10+2 EXAM / SSC (LDC & DEO) Exam

The examination consists of a Written Examination and Skill Test for the post of Data Entry Operator and Written Test and Typing Test for the post of Lower Division Clerk on Computer.

The written examination consists of one objective type paper as shown below:

POST	Part	Subject	Maximum Marks	Total Duration
LDC (Lower Division Clerk) and DEO (Data Entry Operator)	I	Reasoning	50	2 Hours
	II	English	50	
	III	Maths	50	
	IV	GK	50	

Note-I: The Paper will consist of Objective Type- Multiple choice questions only. The questions will be set both in English & Hindi for Part-I, III & IV.

Note-II: 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.

Syllabus of SSC 10+2 EXAM / SSC (LDC & DEO) Exam

(I) Reasoning:

1. Semantic Analogy
2. Symbolic/Number Analogy
3. Figural Analogy
4. Semantic Classification
5. Symbolic/Number Classification
6. Figural Classification
7. Semantic Series
8. Number Series
9. Figural Series
10. Problem Solving
11. Word Building
12. Coding and de-coding
13. Numerical operations
14. Symbolic operations
15. Trends
16. Space Orientation
17. Venn Diagrams
18. Drawing inferences
19. Punched hole/pattern-folding & unfolding
20. Figural Pattern – folding and completion



21. Embedded figures
22. Critical Thinking
23. Emotional Intelligence
24. Social Intelligence
25. Other sub-topics, if any

(II) English:

1. Spot the Error
2. Fill in the Blanks
3. Synonyms/Homonyms
4. Antonyms
5. Spellings/Detecting Mis-spelt words
6. Idioms & Phrases
7. One word substitution
8. Improvement of Sentences
9. Active/Passive Voice of Verbs
10. Conversion into Direct/Indirect narration
11. Shuffling of Sentence parts
12. Shuffling of Sentences in a passage
13. Cloze Passage
14. Comprehension Passage

(III) Maths/Quantitative Ability:

(a) Arithmetic

1. Number System
2. Percentages
3. Ratio and Proportion
4. Square roots
5. Averages
6. Interest (Simple and Compound)
7. Profit and Loss
8. Discount
9. Partnership Business
10. Mixture and Alligation
11. Time and distance
12. Time and work

(b) Algebra

1. Basic algebraic identities of School Algebra (and their simple applications) and Elementary surds (simple problems)
2. Graphs of Linear Equations.



(c) Geometry

1. Triangle and its various kinds of centers viz. Centroid, In-center, Orthocenter, Circumcenter
2. Congruence and similarity of triangles
3. Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

(d) Mensuration

1. Triangle, Quadrilaterals
2. Regular Polygons (sum of the internal angles of a polygon)
3. Circle
4. Right Prism
5. Right Circular Cone
6. Right Circular Cylinder
7. Sphere, Hemispheres
8. Rectangular Parallelepiped
9. Regular Right Pyramid with triangular or square Base

(e) Trigonometry

1. Trigonometry (for acute angles θ with $0 \leq \theta \leq 90$)
2. Trigonometric ratios
3. Degree and Radian Measures
4. Standard Trigonometric Identities
5. Complementary Angles, Heights and Distances

(f) Statistical Charts

1. Use of Tables and Graphs:
2. Histogram
3. Frequency polygon
4. Bar-diagram
5. Pie-chart

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 neighbouring countries especially pertaining to History, Culture Geography, Economic Scene, General policy and scientific research. However, it has been seen that the number of questions on current affairs is on the lower side as compared to the number of questions pertaining to other sections taken as a whole.



Skill Test for Data Entry Operator (DEO)

Data Entry Speed of 8,000 (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 (Fifteen) 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.

The “Data Entry Speed” Skill Test would be of qualifying nature. Only those candidates who qualify in the written part of examination and secure at least minimum qualifying marks as may be fixed by the Commission in their discretion, will be eligible to take the Skill Test. The Commission may also at its discretion, fix qualifying marks in each component of the written examination.

Typing Test for Lower Division Clerks (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. The choice of language in the application will be final and no change will be allowed.

Typing Test will be of qualifying in nature. 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.

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

Mode of Selection: Candidates will be shortlisted for the skill test on the basis of their performance in the Written Examination. Among candidates who qualify in the skill test, candidates will be recommended for appointment by the Commission on the basis of their performance in the Written Examination Selection of candidates will be made depending upon their merit position and option for various posts, Departments for which option they will exercised option.