

Staff Selection Commission (SSC) hold a Combined All India Open Written Examination for recruitment to the posts of Data Entry Operator and Lower Division Clerk for which 12th Standard Pass or equivalent is the minimum qualification.

**Scheme and Syllabus of Examination:** The written examination will be held in the following subjects for the post of Data Entry Operator and Lower Division Clerk followed by Skill Test and Typing Test respectively.

### **Scheme of the Written Examination**

The written examination will consist of **one objective type paper** as shown below:

<b>Date of Exam(Tentative)</b>	<b>Part</b>	<b>Subject</b>	<b>Max. Marks</b>	<b>Number of Questions</b>	<b>Total Duration/ Timings for General candidates</b>	<b>Duration &amp; Timings for VH candidates</b>
21 October 2012 & 28 October 2012	I	General Intelligence	50	50	2 Hours 10.00 AM to 12.00 Noon	2 Hours and 40 Min. 10.00 AM to 12.40 PM
	II	English Language (Basic Knowledge)	50	50		
	III	Quantitative Aptitude (Basic Arithmetic Skill)	50	50		
	IV	General Awareness	50	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.