



“GENERAL INSTRUCTIONS TO THE CANDIDATES”

I. INTRODUCTION

1. These instructions contain details pertaining to various aspects of the examination you are going to take and important instructions about the related matters. The assessment of answer sheets of ‘Objective-Multiple Choice Type’ will be done by a computerized machine. Hence, you should carefully read the instructions regarding handling of the answer sheet and the method of marking answers.
2. The Commission will reject at any stage, the candidature of any candidate who does not reach the eligibility criteria (cut-off) prescribed by the Commission in different papers at different stages of the examination.
3. Please note that since this is a competitive examination, you have to obtain a high rank in the order of merit to secure appointment. You should, therefore, put in your best efforts in the examination.

II. GENERAL INSTRUCTIONS

1. **Particulars to be noted:** Please note carefully your Name, Roll Number, Ticket Number, date, time and venue for the examination given in the Admission Certificate. If any candidate finds any misprint/mistake in his/her Name, Roll Number, Ticket Number, Category, Address, etc., he should immediately get in touch with the concerned Regional Office and get the necessary correction made in the Admission Certificate. Seating plan will be displayed in the Venue as per Ticket Number.
2. **Punctuality in Attendance:** You should be present in the Examination Hall at least half-an-hour before the exam and you will not be allowed to leave the Examination Hall until the exam is over. Candidates arriving after commencement of the examination will not be permitted to enter the Examination Hall.
3. **(a) Admission Certificate:** Admission Certificate bearing scanned photographs and signature will be issued to the candidates from the Regional/Sub-Regional Office of the Commission. You need not affix any photo on the Scanned Admission Certificate. The portion of the Admission Certificate with scanned photograph is to be surrendered to the invigilator. A few regional offices send the lists to the Venue Supervisor directly. You can also appear for the examination with Admission Certificate downloaded from website. Though it may not be required, you must always have a copy of your photograph readily available with you. You must also have a photo Identity Card readily available with you.
(b) Photo Bearing Admission Certificate to be surrendered: You will not be permitted to appear for the examination if you do not bring the photo bearing Admission Certificate received by post or downloaded from website. You will be required to sign in the space provided for candidate’s signature and also affix your Left Thumb Impression on the Attendance sheet in the presence of the Invigilator in the Examination Hall.
4. **Compliance with instructions:** You should scrupulously follow the instructions given by Supervisor and the Invigilator at all the stages of the examination. No books, slide rules, notebooks, pagers, mobile phones, written notes, calculators and other electronic gadgets will be allowed inside the examination hall. Candidate who is found either copying or receiving assistance will be disqualified. Candidate offering assistance to other candidates will also be disqualified.

5. Mobile phones, pagers, etc. are not allowed inside the examination Hall. Candidates who are found to possess Mobile or Cellular Phones, Pager and other unauthorized electronic gadgets after commencement of the examination, whether in use or not, will be deemed to be using unfair means and would be liable to disciplinary action as deemed fit, including ban from future examinations conducted by SSC. Their candidate will also be cancelled for the examination.
6. **How to fill in the information on Answer Sheet:** Detailed information has been provided on how to fill answer sheet on the answer sheet itself. Follow them meticulously.
7. **Use of Black ink pen/black Ball pen:** Use black ink pen/black Ball-Point pen for filling up the Part-A of Side 1, Part-B of Side I and Side 2 of the answer sheet.
8. **Handling the Answer sheet:** Please hand over the answer sheet with extreme care and keep it dust-free. If it is mutilated, torn, folded, wrinkled or rolled, it may not be evaluated by the machine. Answer sheets and question papers will be supplied in the Examination Hall. After the test is over, you should hand over the answer sheet to the Invigilator before leaving the room. Any candidate who does not hand over answer sheet or is found to attempting to take answer sheet out of the examination hall will be disqualified and the Commission will take further action against him as per rule. After the examination is over, the candidates will be allowed to take the question booklet with them.
9. **Rough work to be done on the booklet:** You should do the necessary rough work on test booklet/question paper. You SHOULD NOT do your rough work on the answer sheet or any other paper. If any rough work is done on the answer sheet your answer sheet will not be assessed.
10. **One Single Answer sheet:** With each question paper there will be a single answer sheet covering all parts with the same serial number. Use this answer sheet only.
11. **Method of Showing Answers:** All your answers should be marked in the answer sheet only.
12. **Information on the Answer sheet:** You should furnish and code all information required on the answer sheet such as Roll Number, Ticket Number, Name, Test Form Number, etc., failing which the answer sheet will not be evaluated and zero marks will be awarded. Answer sheet without signature of the candidate and Left Thumb Impression will also not be evaluated. It is the responsibility of the candidates to ensure that they sign in the space provided and also affix Left Thumb Impression. If the candidate belonging to SC, ST, OBC, Ex-S or PH category does not code his details, he will be treated as UR candidate.
13. **Travelling allowance is not admissible** for appearing for written examination for any candidate.

Scheme of Examination and Syllabus:

See the Notice published in the Employment News/Rozgar Samachar for each examination.

Objective Multiple Choice Type Paper:

These Question papers with 'Objective Multiple Choice Type' items contain questions with four alternative responses (answers). All parts except English Language will be printed bilingually in both Hindi and English.

(i) In the objective type of tests, the answers are not written in words or sentence. The question is followed by 4 alternative suggested answers, one of which is the correct answer. You have to select the correct answer based on your understanding of the question, For example, a question can be as follows:

Out of the four words given below, three are alike in some way and one is different. Find out the odd word.

- (A) Girl
- (B) Boy
- (C) Woman
- (D) Soldier

You have to select the correct answer from amongst the four alternatives given at A, B, C and D.

(ii) **How to show your Answer:** Note that while it is important to select the correct answer to each question, it is equally important to indicate it on the answer sheet in the right manner. If you fail to do so, your answer may not be assessed. You must, therefore, fully understand the methodology.

(iii) You will be given a Question Booklet and special Answer sheet. This answer sheet has serial numbers of the questions printed in vertical columns and against each number four rectangles each corresponding to the alternative answers A, B, C and D are given.

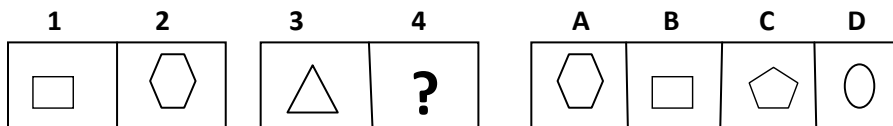
Sample Question No. 1 :

If COME is coded as EMOC, how is SINK written in that code?

- (A) THOI
- (B) UGPI
- (C) UHOJ
- (D) TGPK

Sample Question No. 2:

Directions: In the question given below, the problem Figures (marked 1, 2, 3, and 4) are given on the left hand side and the Answer Figures (marked A, B, C and D) are given on the right hand side. Study the relationship between the Figures 1 and 2 and then try to find out the fourth figure from amongst the Answer Figures. The fourth Figure is related to the third Figure in the same manner as the second Figure is related to the first Figure.



Sample Question No.3:

Which of the following emperors is called the “Napoleon of India”?

- (A) Samudragupta
- (B) Kanishka
- (C) Chandragupta Maurya
- (D) Rajendra Chola

Sample Question No. 4 :

The average age of 5 children is 8 years. If the age of the father be included, the average is increased by 7 years. Find the age of the father.

- (A) 20 years
- (B) 30 years
- (C) 40 years
- (D) 50 years

Sample Question No. 5:

Direction: In the question a sentence will be divided into six parts. The first and the last parts of the sentence are numbered as 1 and 6. The rest of the sentence is divided into four parts which are labelled P.Q.R. and S. These four parts are not given in their proper sequence. Read the sentence and find out which of the four combinations is correct. Then mark it in your answer sheet.

1. A Reading engineering Unit
- P. is on the look out
- Q. for the following posts
- R. for young and dynamic personnel
- S. catering to paper and sugar industries,
6. In their managerial cadre.

- (A) QSPR
(B) RO SP
(C) SPRQ
(E) PRQS

ANSWER-SHEET:

A specimen of the Answer Sheet is given below. You should take a good look at it and understand fully the correct manner in which answer are to be marked. All the five sample questions given earlier have been marked for you.

Q. No.

1	<input type="checkbox"/> A	<input checked="" type="checkbox"/>	<input type="checkbox"/> C	<input type="checkbox"/> D
2	<input type="checkbox"/> A	<input type="checkbox"/> B	<input checked="" type="checkbox"/>	<input type="checkbox"/> D
3	<input checked="" type="checkbox"/>	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D
4	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input checked="" type="checkbox"/>
5	<input type="checkbox"/> A	<input type="checkbox"/> B	<input checked="" type="checkbox"/>	<input type="checkbox"/> D

A sample marked OMR answer sheet and a blank OMR sheet are provided to enable you to practice marking/working/writing the details. Please note that in most examinations of the Commission, there is negative marking for wrong answers in Objective Type Question Papers.

CONVENTIONAL TYPE PAPER: (IF APPLICABLE):

Candidates must write their Roll Number, Ticket Number, Name of the Examination, Subject, Medium, etc. on the cover page of answer Booklet correctly. Candidates must ensure that he/she has put his/her signature and Left Thumb Impression on the cover page at the appropriate place. Candidates should note that Answer Sheet not containing **Candidate's Roll Number, Signature, Ticket Number, etc.** will not be evaluated and such candidates will be awarded "ZERO" mark. If the answers are written partly in one language and partly in another language then the answer sheets will not be evaluated and such candidates will be awarded "ZERO" marks. They should carefully go through the instructions carefully.