

## Combined Higher Secondary Level

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### 1. Tier-I: Preliminary Examination

Mode: **Online (Computer-Based Test)**

Duration: **60 minutes**

Total Marks: **200** (50 marks per section)

#### Subjects and Syllabus:

##### 1. General Intelligence & Reasoning:

- Analogy
- Classification
- Coding-Decoding
- Blood Relations
- Number Series
- Alphabet Series
- Logical Venn Diagrams
- Direction Sense Test
- Syllogism
- Puzzle/Seating Arrangements
- Mirror Images
- Figure Classification
- Embedded Figures
- Statement-Conclusion
- Data Sufficiency

##### 2. General Awareness:

- **Current Affairs:** National and International Events, Awards, Sports
- **Static GK:**
  - Indian History, Geography, Polity, and Economy
  - Important Dates, Books & Authors, Important Days
- **Science:**
  - Biology, Physics, Chemistry, Environmental Studies

- Everyday Science
  - Miscellaneous: Government Schemes, Sports, Inventions
  - 3. **Quantitative Aptitude:**
    - **Arithmetic:**
      - Simplification, Average, Percentages, Ratio and Proportion
      - Profit & Loss, Simple and Compound Interest, Time and Work
      - Time, Speed & Distance, Mixtures & Alligation
    - **Algebra:** Linear Equations, Quadratic Equations
    - **Geometry:** Circles, Triangles, Quadrilaterals
    - **Mensuration:** Volume and Surface Area, Perimeter
    - **Trigonometry:** Heights & Distances, Identities
    - **Data Interpretation:** Bar Graphs, Pie Charts, Line Graphs
  - 4. **English Language:**
    - Vocabulary: Synonyms, Antonyms
    - Grammar: Spotting Errors, Sentence Correction
    - Comprehension: Reading Passages, Cloze Tests
    - Sentence Rearrangement (Para Jumbles)
    - Active-Passive Voice
    - Direct-Indirect Speech
    - Fill in the Blanks, Idioms & Phrases
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## 2. Tier-II: Descriptive Examination

Mode: **Offline (Pen-and-Paper)**

Duration: **60 minutes**

Total Marks: **100**

### Syllabus:

- **Essay Writing:** Topics related to current affairs, social issues, or general knowledge (200-250 words).
- **Letter/Application Writing:** Formal/Informal letters, job applications, or complaints (150-200 words).

- **Language:** English or Hindi.

**Purpose:** This stage tests a candidate's writing and communication skills.

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### 3. Tier-III: Skill Test/Typing Test

Mode: **Qualifying (Specific to Post)**

#### a. Data Entry Speed Test (DEST):

- For **Data Entry Operator (DEO)** posts.
- Requires a typing speed of **8,000 Key Depressions per hour**.
- Test Passage: Around 2000 key depressions in **15 minutes**.

#### b. Typing Test:

- For **Lower Division Clerk (LDC)/Junior Secretariat Assistant (JSA)** and **Postal Assistant/Sorting Assistant (PA/SA)** posts.
- Typing Speed Requirements:
  - English: **35 words per minute**.
  - Hindi: **30 words per minute**.
- Test Duration: **10 minutes**.

### Important Notes

#### 1. Marking Scheme:

- Tier-I: +2 for correct answers, -0.50 for incorrect answers.

#### 2. Weightage:

- Tier-I and Tier-II scores are combined for final merit.
- Tier-III (Skill Test/Typing Test) is qualifying in nature.

#### 3. Preparation Tips:

- Practice typing daily for DEST/Typing Test.
- Read newspapers and magazines to improve vocabulary and general awareness.
- Solve mock tests and previous year papers to enhance speed and accuracy.