

- (iii) The dates of examinations indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to the candidates only through ICCR's website.
- (iv) In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- (v) There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

**Tier I (Computer Based Examination): Duration: 03.00 Hours**

S. No.	Subject	No. of Question	Maximum Marks	Duration
a.	General Intelligence & Reasoning	45	90	180 Minutes 240 Minutes for candidates using scribe
b.	General Awareness including Finance & Accounting	60	120	
c.	Quantitative Aptitude & Numerical Ability	45	90	
d.	English Language, Grammar & Comprehension	30	60	

- Tier-I will consist of Objective Type, Multiple Choice Questions only. The questions will be set both in English & Hindi except for English Comprehension.
- In Tier-I, there will be negative marking of 0.25 for each wrong answer

**Tier II**

**Computer Proficiency Test**

**Duration 60 Minutes**

**Maximum Marks- 100 Marks**

**Tier –I : Indicative Syllabus**

**General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & De-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched Hole/Pattern- Folding & Un-Folding, Figural Pattern- Folding and Completion, Indexing, Address Matching, Date & City Matching, Classification of Centre Codes/Roll Numbers, Small & Capital Letters/ Numbers Coding, Decoding and Classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

**General Awareness including Finance & Accounting:** Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

**Fundamental principles and basic concept of Accounting:**

**Financial Accounting:** Nature and Scope, Limitations of Financial Accounting, Basic concepts and Conventions, Generally Accepted Accounting Principles.

**Basic concepts of accounting:** Single and double entry, Books of original Entry, Bank Reconciliation, Journal, ledgers, Trial Balance, Rectification of Errors, Manufacturing, Trading, Profit & loss Appropriation Accounts, Balance Sheet Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit organisations Accounts, Receipts and Payments and Income & Expenditure Accounts, Bills of Exchange, Self Balancing Ledgers.

**Indian Economy:**

- Nature of the Indian Economy Role of different sectors-Role of Agriculture, Industry and Services-their problems and growth;
- National Income of India-Concepts of national income, Different methods of measuring national income.
- Population-Its size, rate of growth and its implication on economic growth.
- Poverty and unemployment- Absolute and relative poverty, types, causes and incidence of unemployment.
- Infrastructure-Energy, Transportation, Communication.

**Economic Reforms in India:** Economic reforms since 1991; Liberalisation, Privatisation, Globalisation and Disinvestment.

**Money and Banking:**

Monetary/ Fiscal policy- Role and functions of Reserve Bank of India; functions of commercial Banks/RRB/Payment Banks.

**Quantitative Abilities/ Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of Whole Numbers, Decimals, Fractions and Relationships between Numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic Algebraic Identities of School Algebra & Elementary Surds, Graphs of Linear Equations, Triangle and its various kinds of Centres, Congruence and similarity of Triangles, Circle and its Chords, Tangents, Angles subtended by Chords of a Circle, Common Tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with Triangular or Square Base, Trigonometric Ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency Polygon, Bar diagram & Pie chart.

**English Language, Grammar & Comprehension:** Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/ detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion

into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

## **Tier-II**

### **Computer Proficiency Test (CPT): - Duration 60 Minutes**

The ICCR will hold Computer Proficiency Test (CPT), comprising of three modules: (i) Word Processing, (ii) Spread Sheet and (iii) Generation of Slides. The CPT will be conducted in the manner decided by the ICCR. No exemption from CPT is allowed for any category of PwD candidates. CPT will be of qualifying nature.

Detailed instructions regarding CPT will be provided by the ICCR to eligible candidates declared qualified for appearing in the CPT.

### **13. Admission to the Examination:**

- i All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the ICCR as per the terms and conditions of this Notice of Examination, will be assigned Roll numbers and issued Admission Certificates (AC) for appearing in the Computer Based Examination (Tier-I). Subsequently, qualified candidates will be issued Admission Certificates for the next stage of the Examination.
- ii The ICCR will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post(s). Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the ICCR's decision shall be final.
- iii Admission Certificates for the Examination will be uploaded on ICCR's website. Admission Certificates will not be issued by post for any stage of examination. Therefore candidates are advised to visit ICCR's website regularly for updates and information about the examination.
- iv Information about the Examination indicating the time table and City/ Centre of examination for the candidates will be uploaded on ICCR's website about two weeks before the date of examination. If any candidate does not find his/ her detail on ICCR's website one week before the date of examination, he/ she must immediately contact ICCR with proof of having submitted his/ her application. Failure to do so will deprive him/ her of any claim for consideration.
- v Candidate must write his/ her Registration-ID, registered Email-ID and Mobile Number along with his/ her name, date of birth and name of the examination, while addressing any communication to the ICCR. Communication from the candidate not furnishing these particulars shall not be entertained.
- vi Facility for download of Admit Cards will be available about 3-7 days before the examination on ICCR's website. Candidates must bring printout of the Admission Certificate to the Examination Hall.