

7.

SCHEME OF EXAMINATION

Scheme of Examination for the post of SSO is proposed as under:

Phase I - Preliminary Examination

S. No.	Name of the Test (Objective Tests)	No. of Qs.	Max. Marks	Duration	Version
1	English Language	30	30	20 minutes	English
2	Reasoning Ability	35	35	20 minutes	Bilingual
3	Quantitative Aptitude	35	35	20 minutes	Bilingual
	Total	100	100		

Note:-

- Phase –I is qualifying in nature and marks will not be reckoned for final merit.
- For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- The candidates will be shortlisted for Phase-II in the ratio of **1:10** i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase - I.
- If the examination is held in more than one session, the scores across various sessions will be equated following standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions.

Phase II - Main Examination

S. No.	Name of the Test (Objective Tests)	No. of Qs.	Max. Marks	Duration	Version
1	Reasoning/ Intelligence	40	60	35 minutes	Bilingual
2	General/ Economy/ Financial/ Insurance Awareness	40	40	20 minutes	Bilingual
3	English Language	30	40	30 minutes	English
4	Quantitative Aptitude	40	60	35 minutes	Bilingual
	Total	150	200	2 hours	

Note:-

- The marks obtained in Phase – II will be considered for final selection.
- For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- The candidates will be shortlisted for Phase-III in the ratio of **1:5** i.e. about 5 times the number of vacancies in each category on the basis of their performance in Phase - II.

Phase III - Computer Skill Test & Descriptive Test(a) **Computer Skill Test (CST) - 50 Marks (30 Minutes Duration)** comprising of following three parts: -

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|-------|---|---|----------|
| (i) | Preparation of 02 Power Points Slides | – | 10 Marks |
| (ii) | Typing matter on MS Word with formatting | - | 20 Marks |
| (iii) | Preparation of Table on MS Excel with use of formulae | – | 20 Marks |

(b) **Descriptive Paper - English Language (Letter Writing & Essay)**

No. of Questions	Max. Marks	Duration	Version
2	50	30 minutes	English

Note:-

- The working knowledge of PWD Candidates who are unable to type shall be assessed by holding an Objective Type Computer Test of 50 Marks having 50 Questions with no negative marking.
- Computer Skill Test and Descriptive paper will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

Qualifying Marks: - Qualifying Marks in Phase-I (Preliminary Exam.), Phase – II (Main Exam.) and Phase –III Computer Skill Test/Objective Type Computer Test for PWDs & Descriptive Paper will be decided at the discretion of ESIC.