

B. Syllabus for CBT:

a. Mathematics:

Number System, Decimals, Fractions, LCM, HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Elementary Algebra, Geometry and Trigonometry, Elementary Statistics etc.

b. General Intelligence and Reasoning:

Analogies, Completion of Number and Alphabetical Series, Coding and Decoding, Mathematical Operations, Similarities and Differences, Relationships, Analytical Reasoning, Syllogism, Jumbling, Venn Diagrams, Puzzle, Data Sufficiency, Statement-Conclusion, Statement- Courses of Action, Decision Making, Maps, Interpretation of Graphs etc.

c. General Awareness:

Current Events of National and International Importance, Games and Sports, Art and Culture of India, Indian Literature, Monuments and Places of India, General Science and Life Science (up to 10th CBSE), History of India and Freedom Struggle, Physical, Social and Economic Geography of India and World, Indian Polity and Governance- constitution and political system, General Scientific and Technological Developments including Space and Nuclear Program of India, UN and Other important World Organizations, Environmental Issues Concerning India and World at Large, Basics of Computers and Computer Applications, Common Abbreviations, Transport Systems in India, Indian Economy, Famous Personalities of India and World, Flagship Government Programs, Flora and Fauna of India, Important Government and Public Sector Organizations of India etc.

Minimum percentage of marks for eligibility in various categories: UR-40%, OBC (Non creamy layer) -30%, SC-30%, ST-25%.

There shall be negative marking in the examination and 1/3 of the allotted marks for each question shall be deducted for every wrong answer.

- C. TYPING SKILL TEST (TST) :** For the post of Senior Clerk cum Typist, Typing Skill Test of qualifying nature (marks obtained in Typing Skill test shall not be added to CBT marks while preparing the merit list). The employee should be able to type 30 words per minute (WPM) in English or 25 words per minute (WPM) in Hindi on Personal Computer only without editing tools and spell check facility.

D. DOCUMENT VERIFICATION :-

- a. The eligible employee will be called for **Document Verification and e-Call letter will be available for downloading from RRC Website.**
- b. Production of original documents of Date of birth, Educational Qualification Caste Certificate, along with **one set of self-attested photo copies** of all certificates, 2 recent passport size Photographs (self-attested on reverse) e call letter and Valid

photo Identity Card issued by his/her Employer, in ORIGINAL on the day of Document Verification is mandatory.

- c. Certificates in languages other than English or Hindi should be accompanied by an attested translation in English/Hindi.

E. COMMUNITY CERTIFICATE:-

The employee claiming to belong to SC/ST& OBC categories are required to produce Community Certificates are required to produce Community certificates in the prescribed Format for appointment in Central Government service (**Annexure- 'A', ,and 'B' respectively**) otherwise, their claim for reservation status (SC/ST/OBC) will not be entertained and the candidature/application of such employees, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancy only.

OBC employee who claim to OBC and have uploaded their existing OBC caste certificate **in Central Government format**(as per **Annexure-'B'**) **issued by the Competent Authority** and also have uploaded the **Self-declaration form** regarding current status of **Non-Creamy-Layer** as per **Annexure-'C'** should invariably produce the **Latest OBC certificate with non-creamy layer certificate valid for the current year 2019-2020 in Central Government format**(as per **Annexure-'B'**)at the time of Document Verification.

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