

5. MODE OF PAYMENT (ONLINE MODE):-

The application form is integrated with the payment gateway and the payment process can be completed as per following instructions:

- The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards and Internet Banking.
- On successful completion of the transaction, an e-Receipt will be generated.
- Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidate(s) are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- Candidate(s) are required to take a printout of the e-Receipt and online Application Form containing fee details.
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

6. THE SCHEME OF EXAMINATION:-

- SUPERINTENDENT:** There will be two tier examination followed by Skill Test (qualifying in nature). Based on the marks scored in objective (MCQ) type (OMR Based) Tier-1 exam, the candidates in the ratio of 1:10 shall be allowed to appear in Tier-2 written (descriptive) exam. On the basis of performance in Tier-2 written (descriptive) test, the candidates will be called for Skill Test (qualifying nature) in the ratio of 1:5. Intimation to this effect will be uploaded on the official website <https://cbse.gov.in> in due course. The scheme of examination is as given below:

(a) Tier-1: Objective (MCQ) type (OMR Based) Examination:

(DURATION OF THE TEST: 03 HRS)			
TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS
Part-I	CURRENT AFFAIRS, GENERAL AWARENESS <ul style="list-style-type: none">Major current Events and Issues of India and WorldEvent of National and International ImportancePersons and places in recent newsGames and Sports related Activities etc.Social Media, Role of ICT and AI in Modern times.	30	90
Part-II	GENERAL MENTAL ABILITY, GENERAL INTELLIGENCE, LOGICAL REASONING AND ANALYTICAL ABILITY <ul style="list-style-type: none">Analytical ReasoningMental Ability: Number series, Letter series, Odd man out, Coding-Decoding, Problems relating to Relations, Shapes, and their sub-sectionsBasic Numeracy: Elementary knowledge of Mathematical and Statistical AnalysisData Analysis (Tables, Bar diagram, Line graph, Pie-chart)	30	90
Part-III	ARITHMETICAL & NUMERICAL ABILITY, DATA INTERPRETATION <ul style="list-style-type: none">ARITHMETIC:- (i) Number systems: Natural Numbers, Integers, Rational and Irrational numbers, Real numbers, Divisors of an Integer, prime Integers, L.C.M. and H.C.F. of integers and their Interrelationship. (ii) Average (iii) Ratio and proportion (iv) Percentage (v) Profit and Loss (vi) Simple and Compound Interests (vii) Work and Time (viii) Speed, Time and DistanceALGEBRA:- (i) Factors of polynomials, L.C.M. and H.C.F. of polynomials and their interrelationship, Remainder theorem, simultaneous linear equations, quadratic equations. (ii) Set Theory:- Set, null set, subsets and proper subsets of a set, operations (Union, Intersections, difference, symmetric difference) between sets, venn diagram.	30	90

	<ul style="list-style-type: none"> • GEOMETRY:- (i) Constructions and theorems regarding triangle, rectangle, square, trapezium and circles, their perimeter and area. (ii) Volume and surface area of sphere, right circular cylinder, right circular Cone and Cube. • STATISTICS:- Collection of data, Classification of data, frequency, frequency distribution, tabulation, cumulative frequency. Representation of data - Bar diagram, Pie chart, histogram, frequency polygon, cumulative frequency curves (ogives), Measures of Central tendency: Arithmetic Mean, Median and Mode. 		
Part-IV	<ul style="list-style-type: none"> • GENERAL HINDI (हिन्दी वर्णमाला, विराम चिन्ह, शब्द रचना, वाक्य रचना, अर्थ, शब्द रूप, संधि, समास, क्रियाएँ, अनेकार्थी, शब्द, विलोम शब्द, पर्यायवाची शब्द, मुहावरे एवं लोकोक्तियाँ, तत्सम एवं तद्भव, देशज, विदेशी (शब्द भंडार), वर्तनी, अर्थबोध, हिन्दी भाषा के प्रयोग में होने वाली अशुद्धियाँ, हिन्दी की मुख्य बोलियाँ) • GENERAL ENGLISH (Active Voice and Passive Voice, Parts of Speech, Transformation of Sentences, Direct and Indirect Speech, Punctuation and Spellings, Words meanings, Vocabulary & Usage, Idioms and Phrases, Fill in the Blanks), • Hindi & English Comprehension, • Communication Skill 	15+15=30	90
Part-V	COMPUTER PROFICIENCY COMPUTER BASICS: Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back- up devices, PORTs, Windows Explorer. Keyboard shortcuts. SOFTWARE: Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc. WORKING WITH INTERNET AND E-MAILS: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking. BASICS OF NETWORKING AND CYBER SECURITY: Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.	30	90
Total		150	450

* Tier-1 will consist of Objective Type, Multiple Choice Questions. The questions will be set both in English & Hindi except for English Comprehension.

(b) Tier-2: Objective type (OMR Based) and Descriptive (Written) Examination:

(DURATION OF THE TEST: 03 HRS)				
COMPONENT OF THE TEST	Objective Type		Descriptive Type	
	NUMBER OF QUESTIONS	TOTAL MARKS	NUMBER OF QUESTIONS	TOTAL MARKS
CURRENT AFFAIRS <ul style="list-style-type: none"> • National and International issues and events • Sports • Awards • Persons in recent news • Latest developments in Science and Technology • Committee, Reports and Task Forces • UN & International Agencies, • Role of World Bank, IMF and WTO • Trade Blocs viz; EU, EFTA, NAFTA, ASEAN, SAFTA etc. • India in Global Scenario 	10	30	04	20

INDIAN HISTORY AND CULTURE <ul style="list-style-type: none"> • Ancient & Medieval Period • Salient features and Major Landmarks of Ancient and Medieval India Art • History of Indian Culture covering the salient aspects of Arts Forms, Literature and Architecture from ancient to modern times. • Major Dynasties and their Administrative System. Socio-Economic Conditions • The Freedom struggle- its various stages and important contributors/contributions from different parts of the country. • Modern Indian history (from about the middle of the eighteenth century until the present)- significant events, personalities, and issues • Social and Religious Reform movements in the 19th and 20th centuries • Growth of Indian Education System and School Boards. 	04	12	04	20
INDIAN ECONOMY <ul style="list-style-type: none"> • Basic Concepts of Economics • Basic Knowledge of Budgeting, Banking, Public Finance, National Income, Stock Exchange and Share Market, Fiscal and Monetary Policies, Subsidies, Public Distribution System, e-Commerce • Inflation- Concept, Impact and Control • Major Sectors of Economy- Agriculture, Industry, Service, and Trade- Current Status, Issues & initiatives • Major Economic Problems and Government Initiatives. Economic Reforms and Liberalization • Meaning of liberalization, Privatization and globalization and their effects on economy, polity and social structure. 	04	12	04	20
INDIAN GEOGRAPHY <ul style="list-style-type: none"> • Broad physical features and Major physiographic divisions • Natural Resources: Water, Forest, Soil • Climate- Origin of Monsoon, Seasonal Climatic conditions, Distribution of rainfall and climatic regions • Minerals – Iron, Manganese, Coal, Oil & Gas, Atomic minerals • Major Industries and Industrial development • Transportation– major transport corridors • Environmental Problems and Ecological Issues • Agriculture and Agro-based Activities • Population: Growth, Distribution and Density, Sex-ratio, Literacy, urban and Rural Population 	04	12	04	20
SCIENCE & TECHNOLOGY <ul style="list-style-type: none"> • Electronics, Computers, Information and Communication Technology • Space Technology including Satellites, Defence Technology, Nanotechnology • The human body, Food and Nutrition, Health care • Environmental and Ecological Changes and their Impacts • Biodiversity, Biotechnology and Genetic Engineering • Characteristics feature of life 	04	12	04	20

CONCEPTS, ISSUED AND DYNAMICS OF PUBLIC ADMINISTRATION AND MANAGEMENT SYLLABUS <ul style="list-style-type: none"> Administration and management: Meaning, nature, and significance, its role in developed & developing societies. Theories of public administration. Concepts of power, authority, legitimacy, responsibility and delegation Principles of organization: Hierarchy, Span of control and unity of command Functions of management, Corporate governance and social responsibility New dimensions of public management, management of change Attitude and foundational values of civil services: integrity, impartiality and non-partisanship, dedication to public service Legislative & Judicial control over administration: various methods and techniques of legislative & judicial control Administrative Ethics, Motivation and Moral. 	08	24	04	20
CONSTITUTION OF INDIA, POLITY, GOVERNANCE <ul style="list-style-type: none"> Development & Indian Constitution: Government of India Act: 1919 and 1935, Constituent Assembly, Nature of Indian Constitution, Preamble, Fundamental Rights, Directive Principles of State, Fundamental Duties, Federal Structure, Constitutional Amendments, Emergency Provisions, Public Interest Litigation (P.I.L) and Judicial Review Union and State Executive; Union and State Legislative, Judiciary President, Parliament, Supreme Court, Election Commission, Comptroller and Auditor General, Planning Commission, National Development Council, Central Vigilance Commission (CVC), Central Information Commission, Lokpal, National Human Rights Commission (NHRC). Local Self-Government & Panchayati Raj 	08	24	04	20
ENGLISH LANGUAGE AND COMPREHENSION	08	24	02	10
Total	50	150	30	150

- (ii) **JUNIOR ASSISTANT:** Candidates are required to appear in Tier-1 (MCQ) examination, followed by Skill Test which is qualifying in nature. On the basis of performance in Tier-1 (MCQ) Examination, the candidates will be called for Skill Test (qualifying in nature) in the ratio of 1:5. Intimation to this effect will be uploaded on the official website <https://cbse.gov.in> in due course. The scheme of examination is as given below:

Tier-1: Objective (MCQ) type (OMR Based) Examination:

TEST	COMPONENT OF THE TEST	NUMBER OF QUESTIONS	TOTAL MARKS	DURATION OF THE TEST
Part-I	General Knowledge, Current Affairs and General Awareness about the Environment (Bilingual).	30	90	2 hrs
Part-II	Reasoning and Mathematical Ability (Bilingual)	25	75	
Part-III	General Hindi and English	25	75	
Part-IV	Basic Knowledge of Computer Operation	10	30	
Part-V	Awareness about School Education, Examination Board and its Administration etc.	10	30	
TOTAL		100	300	

7. CHOICE OF MEDIUM OF QUESTION/EXAM PAPERS:-

Medium of Examination will be bilingual i.e. both in Hindi and English.