

## CBSE Various Post Exam Pattern/ Syllabus 2024

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### 8. THE SCHEME OF EXAMINATION :-

- (i) **ASSISTANT SECRETARY (ADMIN CADRE):** There will be two tier examination followed by an interview. Based on the performance in objective (MCQ) type (OMR Based) Tier-1 test, the candidates in the ratio of 1:10 will be allowed to appear in Tier-2 written (descriptive) test. On the basis of performance in written (descriptive) test, the candidates will be called for interview/Personal Interaction in the ratio of 1:5. Intimation to this effect will be uploaded on the website "cbse.nic.in" in due course. The scheme of examination is as given below:

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

| TEST         | COMPONENT OF THE TEST  | NUMBER OF QUESTIONS | TOTAL MARKS | DURATION OF THE TEST |
|--------------|--|---------------------|-------------|----------------------|
| Part-I       | Current Affairs and General Awareness                            | 30                  | 60          | 2 ½ hrs              |
| Part-II      | General Mental Ability, Logical Reasoning and Analytical Ability | 30                  | 60          |                      |
| Part-III     | Arithmetical & Numerical Ability, Data Interpretation            | 30                  | 60          |                      |
| Part-IV      | General Hindi, Comprehension and Communication Skill             | 15                  | 30          |                      |
| Part-V       | General English, Comprehension and Communication Skill           | 15                  | 30          |                      |
| Part-VI      | Basic Knowledge of Computer Operation                            | 30                  | 60          |                      |
| <b>TOTAL</b> |  | <b>150</b>          | <b>300</b>  |                      |

#### (b) Tier-2: Written Examination:

| TEST         | COMPONENT OF THE TEST   | TOTAL MARKS | DURATION OF THE TEST |
|--------------|---|-------------|----------------------|
| Part-I       | Current Affairs and General Awareness of Economics, Social, Political, Scientific & Technological development in India. Indian History and Culture, Geography of India and the World, Growth of Indian Education System and School Boards.                    | 160         | 3 hrs                |
| Part-II      | Administrative Theories, Administrative Behavior, Principles of Organization, Personnel Administration and Financial Administration, Accountability and Control, Public Policy, Planning, Techniques of Administrative Improvement and Administrative Reforms | 80          |                      |
| Part-III     | Constitution of India, Polity, Governance, Administrative Law, Ethics, Integrity, Aptitude.   | 40          |                      |
| Part-IV      | Essay Writing (Hindi or English)  | 40          |                      |
| <b>TOTAL</b> |   | <b>320</b>  |                      |

**(c) Interview: 80 marks**

Final merit will be based on the basis of performance in part (b) and (c).

- (ii) **ASSISTANT SECRETARY (ACADEMICS/TRAINING/SKILL EDUCATION):** There will be two tier examination followed by an interview. Based on the performance in objective (MCQ) type (OMR Based) Tier-1 test, the candidates in the ratio of 1:10 will be allowed to appear in Tier-2 written (descriptive) test. On the basis of performance in written (descriptive) test, the candidates will be called for interview/Personal Interaction in the ratio of 1:5. Intimation to this effect will be uploaded on the website "cbse.nic.in" in due course. The scheme of examination is as given below:

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

| TEST         | COMPONENT OF THE TEST                                      | NUMBER OF QUESTIONS | TOTAL MARKS | DURATION OF THE TEST |
|--------------|--|---------------------|-------------|----------------------|
| Part-I       | Current Affairs and General Awareness                      | 50                  | 100         | 2 ½ hrs              |
| Part-II      | Skills for academic and office work and analytical ability | 50                  | 100         |                      |
| Part-III     | General aptitude in areas associated to school education   | 50                  | 100         |                      |
| <b>Total</b> |  | <b>150</b>          | <b>300</b>  |                      |

**(b) Tier-2: Written Examination:**

**320 marks**

**Duration: 3 hrs**

Descriptive type questions on specific subject. Subject wise syllabus may be seen on the website [www.cbse.nic.in](http://www.cbse.nic.in).

**(c) Interview:**

**80 marks**

Final merit will be based on the basis of performance in part (b) and (c).

- (iii) **ACCOUNTS OFFICER:** There will be two tier examination followed by an interview. Based on the performance in objective (MCQ) type (OMR Based) Tier-1 test, the candidates in the ratio of 1:10 will be allowed to appear in Tier-2 written (descriptive) test. On the basis of performance in written (descriptive) test, the candidates will be called for Interview/Personal Interaction in the ratio of 1:5. Intimation to this effect will be uploaded on the website "cbse.nic.in" in due course. The scheme of examination is as given below:

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

| TEST         | COMPONENT OF THE TEST  | NUMBER OF QUESTIONS | TOTAL MARKS | DURATION OF THE TEST |
|--------------|--|---------------------|-------------|----------------------|
| Part-I       | Current Affairs and General Awareness                            | 30                  | 60          | 2 ½ hrs              |
| Part-II      | General Mental Ability, Logical Reasoning and Analytical Ability | 30                  | 60          |                      |
| Part-III     | Arithmetical & Numerical Ability, Data Interpretation            | 30                  | 60          |                      |
| Part-IV      | General Hindi, Comprehension and Communication Skill             | 15                  | 30          |                      |
| Part-V       | General English, Comprehension and Communication Skill           | 15                  | 30          |                      |
| Part-VI      | Basic Knowledge of Computer Operation                            | 30                  | 60          |                      |
| <b>TOTAL</b> |  | <b>150</b>          | <b>300</b>  |                      |

**(b) Tier-2: Written Examination:**

| TEST   | COMPONENT OF THE TEST   | TOTAL MARKS | DURATION OF THE TEST |
|--------|---|-------------|----------------------|
| Part-I | Commerce & Business Studies, Economics, Accounting, Financial/Cost Accounting, Budgeting, Annual Accounts, Taxation, Auditing, Investments and Financial Management, Store & Inventory Management, Financial Markets, Banking and General Financial Rules | 160         | 3 hrs                |

|              |  |            |  |
|--------------|--|------------|--|
| Part-II      | Current Affairs and General Awareness of Economics, Social, Political, Scientific & Technological Development in India. Indian History and Culture, Geography of India and the World | 80         |  |
| Part-III     | Constitution of India, Polity, Governance, Ethics, Integrity, Aptitude.  | 40         |  |
| Part-IV      | Essay Writing (Hindi or English)   | 40         |  |
| <b>TOTAL</b> |  | <b>320</b> |  |

**(c) Interview:**

**80 marks**

Final merit will be based on the basis of performance in part (b) and (c).

**(iv) JUNIOR ENGINEER [Objective (MCQ) type (OMR Based) Examination]:**

| TEST      | COMPONENT OF THE TEST  | NUMBER OF QUESTIONS | TOTAL MARKS | DURATION OF THE TEST |
|-----------|--|---------------------|-------------|----------------------|
| Part-I    | General Intelligence, Reasoning and Analytical Ability   | 10                  | 20          | 2 ½ hrs              |
| Part-II   | Quantitative Aptitude and Numerical Ability  | 10                  | 20          |                      |
| Part-III  | Current Affairs and General Awareness  | 10                  | 20          |                      |
| Part-IV   | Language Competency Test (General English and General Hindi-15 marks each subject)   | 15                  | 30          |                      |
| Part-V    | Knowledge of Computer Operations, Techniques of Project Management.  | 15                  | 30          |                      |
| Part-VI   | <b>Building Materials:</b> Stone, Lime, Glass, Plastic, Steel, FRP, Ceramics, Aluminum, Fly Ash, Basic Admixtures, Timber, Bricks and Aggregates: Classification, Properties and Selection criteria: Cement: Type, Composition, Properties, Uses, Specifications and various Tests; Lime & Cement Mortars and Concrete: Properties and various Tests; Design of Concrete Mixes: Proportioning of aggregates and methods of mix design. | 20                  | 40          |                      |
| Part-VII  | <b>Design of Concrete and Masonry Structures:</b><br>Limit state design for bending, shear, axial compression   question and combined forces; Design of beams, slabs, Lintels, Foundations, Retaining walls, Tanks, Staircases: Principles of pre-stressed concrete designs including materials and methods; Earthquake resistant design of structures; Design of Masonry Structure.   | 20                  | 40          |                      |
| Part-VIII | <b>Construction Practice, Planning and Management:</b><br>Construction — Planning, Equipment, Site investigation and Management including Estimation with latest project management tools and network analysis for different Types of works; Analysis of Rate of various types of works; Tendering Process and Contract Management, Quality Control, Productivity, Operation Cost: Land acquisition; Labour safety and welfare.        | 20                  | 40          |                      |
| Part-IX   | <b>Geo-technical Engineering and Foundation Engineering:-</b><br><b>Geo-Technical Engineering:</b> Soil exploration — Planning & methods, Properties of Soil, classification, various tests and inter-relationships; Permeability &  | 15                  | 30          |                      |

|        |  |            |            |  |
|--------|--|------------|------------|--|
|        | Seepage, Compressibility, consolidation and shearing resistance, Earth pressure theories and stress distribution in soil; Properties and uses of geo- synthetics.<br><b>Foundation Engineering:</b> Types of Foundation & selection criteria, bearing capacity, settlement analysis, design and testing of shallow and deep Foundations; Slope Stability analysis, Earthen embankments, Dams and Earth retaining structures: types, analysis and design, Principles of ground modifications. |            |            |  |
| Part-X | <b>Surveying and Geology</b><br><b>Surveying:</b> Classification of Surveys, various methodologies, instruments & analysis of measurement of distances, elevation and directions: Field astronomy, global Positioning System; Map preparation; Photogrammetry; Remote sensing concepts; Survey Layout for culverts, canals, bridges, road/railway alignment and _ buildings, Setting out of Curves.<br><b>Geology:</b> Basic Knowledge of Engineering geology & its application in projects. | 15         | 30         |  |
|        | <b>Total</b>   | <b>150</b> | <b>300</b> |  |

(v) **JUNIOR TRANSLATION OFFICER [Objective (MCQ) type (OMR Based) Examination]:**

| TEST         | COMPONENT OF THE TEST   | NUMBER OF QUESTIONS | TOTAL MARKS | DURATION OF THE TEST |
|--------------|---|---------------------|-------------|----------------------|
| Part-I       | General Knowledge and Current Affairs, Comparative Literature, Awareness about School Education, Examination Board and its Administration etc.  | 30                  | 60          | 2 ½ hrs              |
| Part-II      | Reasoning & Mathematical Ability  | 20                  | 40          |                      |
| Part-III     | History of Hindi and English Literature and Its Development Popular Hindi and English Novel, Play, Story, Essay, Critics and Poetry, Hindi and English Grammar and its usages, Modern Hindi and English Literature and Its Analysis, Art and Skills of Translation, Comparative Literature, | 100                 | 200         |                      |
| <b>TOTAL</b> |   | <b>150</b>          | <b>300</b>  |                      |

(vi) **ACCOUNTANT [Objective (MCQ) type (OMR Based) Examination]:**

| TEST         | COMPONENT OF THE TEST  | NUMBER OF QUESTIONS | TOTAL MARKS | DURATION OF THE TEST |
|--------------|--|---------------------|-------------|----------------------|
| Part-I       | General Knowledge and Current Affairs, School Education, Examination Board and its Administration etc.   | 20                  | 40          | 2 ½ hrs              |
| Part-II      | Reasoning & Mathematical Ability   | 20                  | 40          |                      |
| Part-III     | General Hindi & English, Comprehension and Communication Skills  | 20                  | 40          |                      |
| Part-IV      | Financial Accounting, Accounting Standards, Indirect & Direct - Tax Management, MIS, Costing Techniques, Auditing, Cost & Management Accounting, Financial Management, Management Science, Operation & Project Management Control, Computer Applications in Business, Security Analysis and Investment Management, Management Control System etc., | 90                  | 180         |                      |
| <b>TOTAL</b> |  | <b>150</b>          | <b>300</b>  |                      |

(vii) **JUNIOR ACCOUNTANT [Objective (MCQ) type (OMR Based) Examination]:**

| TEST         | COMPONENT OF THE TEST   | NUMBER OF QUESTIONS | TOTAL MARKS | DURATION OF THE TEST |
|--------------|---|---------------------|-------------|----------------------|
| Part-I       | General Knowledge and Current Affairs, School Education, Examination Board and its Administration etc.  | 20                  | 40          | 2 hrs                |
| Part-II      | Reasoning & Mathematical Ability  | 20                  | 40          |                      |
| Part-III     | General Hindi & English, Comprehension and Communication Skills   | 20                  | 40          |                      |
| Part-IV      | Introduction of Government Accounting System and Government Budgeting. Fundamental Principles and Basic Concepts of Accounting: Financial Accounting - Nature and scope, Limitations of Financial Accounting, Basic Concepts and Conventions, Generally Accepted Principles. Basic Concepts of Accounting: Single and Double Entry System, 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 making organizations' Accounts, Receipts and Payments, Income & Expenditure Accounts, Bills of Exchange, Self-Balancing Ledgers, | 60                  | 120         |                      |
| <b>TOTAL</b> |   | <b>120</b>          | <b>240</b>  |                      |

**9. CRITERIA FOR SHORTLISTED AND FINAL SELECTION OF THE CANDIDATE:-**

i) **FOR GROUP – 'A' POST:**

| NAME   | CUT-OFF MARKS (TIER – 1) |
|--|--------------------------|
| ASSISTANT SECRETARY<br>(ADMINISTRATION/<br>ACADEMICS/<br>SKILL EDUCATION/ TRAINING)/<br>ACCOUNTS OFFICER | UR/EWS = 50%             |
|  | OBC = 45%                |
|  | SC/ST/PwBD = 40%         |
|  | CUT-OFF MARKS (TIER – 2) |
|  | UR/EWS = 50%             |
|  | OBC = 45%                |
|  | SC/ST/PwBD = 40%         |

**Note:** The Board reserves the right to increase/decrease the shortlisting Criteria/Cut off marks for second stage/third stage/final stage/skill test/interview, as the case may be.

ii) Candidates are required to appear in single stage (Tier-1) MCQ examination for following posts:

| SL NO | NAME OF POSTS              |
|-------|----------------------------|
| 1     | JUNIOR ENGINEER            |
| 2     | JUNIOR TRANSLATION OFFICER |

iii) **SKILL TEST**

SKILL TEST will be mandatory for the posts of Accountant and Junior Accountant and will be qualifying in nature. The criteria for qualifying skill test for the posts of Accountant and Junior Accountant is given as under:

| NAME              | CUT-OFF MARKS TO BE ELIGIBLE FOR SKILL TEST | CRITERIA FOR QUALIFYING SKILL TEST (STAGE-III/FINAL STAGE)               |
|-------------------|---|--|
| ACCOUNTANT        | UR/EWS= 50%                                 | A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer |
| JUNIOR ACCOUNTANT | OBC= 45%<br>SC/ST/PwBD=40%                  |  |

**Note:** The cut off marks' criteria may increase/decrease subject to number of candidate(s) qualifying for the final stage i.e. Skill Test for Group-C post in the ratio of 1:10 of advertised post.

10. **EXPECTED LEVEL OF KNOWLEDGE FOR CONDUCTING EXAMINATION:-**

| POST CODE | NAME OF THE POSTS                             | LEVEL                          |
|-----------|---|--------------------------------|
| 1/23      | ASSISTANT SECRETARY (ADMINISTRATION) GROUP-A  | GRADUATION                     |
| 2/23      | ASSISTANT SECRETARY (ACADEMICS) GROUP-A       | GRADUATION/<br>POST-GRADUATION |
| 3/23      | ASSISTANT SECRETARY (SKILL EDUCATION) GROUP-A | GRADUATION/<br>POST-GRADUATION |
| 4/23      | ASSISTANT SECRETARY (TRAINING) GROUP-A        | GRADUATION/<br>POST-GRADUATION |
| 5/23      | ACCOUNTS OFFICER, GROUP-A                     | GRADUATION                     |
| 6/23      | JUNIOR ENGINEER, GROUP-B                      | GRADUATION                     |
| 7/23      | JUNIOR TRANSLATION OFFICER, GROUP-B           | POST-GRADUATION                |
| 8/23      | ACCOUNTANT, GROUP-C                           | GRADUATION                     |
| 9/23      | JUNIOR ACCOUNTANT, GROUP-C                    | SENIOR<br>SECONDARY            |

11. **Cities of Examination:**

The Tier 1 examination will be conducted in following cities:

| City Code | City                  | State          |
|-----------|-----------------------|----------------|
| 101       | VIJAYAWADA            | ANDHRA PRADESH |
| 102       | GUWAHATI              | ASSAM          |
| 103       | PATNA                 | BIHAR          |
| 104       | CHANDIGARH            | CHANDIGARH     |
| 105       | DELHI                 | DELHI          |
| 106       | BENGALURU             | KARNATAKA      |
| 107       | THIRUVANANTHAPURAM    | KERALA         |
| 108       | BHOPAL                | MADHYA PRADESH |
| 109       | PUNE                  | MAHARASHTRA    |
| 110       | BHUBANESWAR           | ODISHA         |
| 111       | AJMER                 | RAJASTHAN      |
| 112       | CHENNAI               | TAMIL NADU     |
| 113       | PRAYAGRAJ (ALLAHABAD) | UTTAR PRADESH  |
| 114       | DEHRADUN              | UTTARAKHAND    |

The cities/centres of examination will be decided by the Board though the preferences /options submitted by candidates. While every effort will be made to allot a Centre in one of the cities opted by the candidate, the Board reserves the right to allot a Centre

in the City other than that of Candidate's choice anywhere in India. The Board has the right to conduct the examination at all the cities or any one of the cities or any other cities depending upon the number of the candidates and other compulsions. In case the number of candidates in any of the notified City is very less for running the Examination Centre or any other specific reason, the Board at its discretion may not conduct the Examination in that City and the Candidates who had opted that city as 1st Choice may be allotted Examination Centre in other city opted as 2nd or 3rd choice or any other city. Further, the Board reserves the right to modify/cancel the city/centre opted by candidates due to administrative reasons, if any. Decision of the Board will be final. Under no circumstances, the City/Centre once allotted shall be changed.

The cities of examination for Tier – 2 examination and Skill Test will be informed to the shortlisted candidates separately.

- 12. MARKING SCHEME:** - In Tier – 1, Two (02) marks shall be awarded to every correct answer and 0.5 marks shall be deducted for every incorrect answer. Unanswered questions will not be given any marks. There is only one correct response for each question. Filling up/darkening more than one response in any question will be treated as wrong response and 0.5 marks as wrong response will be deducted.

There is no provision of re-evaluation in MCQ as well as written/descriptive examination. No request in this regard will be entertained for whatsoever reasons.

- 13. IMPORTANT NOTE FOR MULTIPLE CHOICE QUESTIONS:-**To answer a question, the candidates are required to mark only one option on the OMR sheet as per his/her choice/option for answer. However, if during the process of scanning of OMR sheets, more than one option is found marked by the candidate against a question, it will be treated as wrong response and 0.5 marks for wrong response will be deducted. Further, if any misprinting or ambiguity in any of the question is noticed by the subject experts at the time of verification of challenges of answer keys after conduct of examination, a policy decision will be taken as per the recommendation of subject experts.