should select the centres, carefully and indicate the same correctly in their applications.

13.3 The Commission will endeavour to accommodate the candidates in centres opted by them. However, the Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

13.4 The Regional Office, having jurisdiction over the Examination Centres opted by the candidate, will issue Admission Certificate to the candidate for the examinations. All other activities related to this recruitment will be handled by the said Regional Office.

14 **Scheme of Examination:**

14.1 The examination will consist of a Computer Based Examination (Paper-I), Physical Efficiency Test (PET)/ Physical Standard Test (PST) (only for the post of Havaldar) and a Descriptive Paper (Paper-II).

14.2 The schedule of examinations indicated in the Notice is tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.

14.3 There shall be no provision for re-evaluation/ re-checking of the scores. No correspondence in this regard shall be entertained.

14.4 **Paper-I (Computer Based Examination):**

Part	Subject	Number of Questions/ Maximum Marks	Time Duration (For all four Parts)
I	General English	25/ 25	90 Minutes (120 Minutes for candidates eligible for scribes as per para 8.1 and 8.2)
II	General Intelligence & Reasoning	25/ 25	
III	Numerical Aptitude	25/ 25	
IV	General Awareness	25/ 25	

14.4.1 Paper-I will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi for Part-II, III & IV.

14.4.2 There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

14.4.3 Marks scored by candidates in Paper-I (Computer Based Examination), if conducted in multiple shifts, will be

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normalized by using the formula published by the Commission through Notice No: 1-1/2018-P&P-I dated 07-02-2019 and such normalized scores will be used to determine final merit and cut-off marks.

14.4.4   Tentative Answer Keys of the Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit on payment of Rs 100/- per question. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representations regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final.

14.5   **Paper-II (Descriptive):**

Subject	Maximum Marks	Time Duration
Short Essay and a Letter in English or in any language included in the 8th schedule of the Constitution.	50 (25+25)	45 minutes (60 minutes for the candidates eligible for scribes as per Para 8.1 and 8.2).

14.5.1   Paper-II will be of descriptive type in 'Pen and Paper' Mode in which the candidates will be required to write a short essay and a letter in English or any language included in the Schedule-VIII of the Constitution.

14.5.2   Paper-II will only be of qualifying nature and is intended to test elementary language skills in view of categorization of the post as Group-C and in view of job requirements. However, marks scored by the candidates in Paper-II will be used to decide merit in case more than one candidate score equal normalized marks in Paper-I.

14.5.3   Paper-II will be held only for those candidates who meet the cut-off prescribed by the Commission in Paper-I for different categories.

14.5.4   In Paper-II, candidates must write their correct Roll Number at the prescribed places on the cover page of the Answer Book. Candidates must also affix signature and Left-hand Thumb Impression in the relevant columns in the Answer Book. Answer Books not bearing Roll Number, Signature and Left-hand Thumb Impression shall be awarded zero marks.

14.5.5   Candidates must not write any personal identity e.g. name, roll number, mobile number, address, etc. inside the Answer Book (Paper-II). Failure to adhere to these instructions will be treated as Unfair Means (UFM) and such candidates will be awarded zero marks and their candidature will be rejected.

14.6 **Indicative Syllabus for Computer Based Examination (Paper-I):**

14.6.1 Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will also be of similar standard.

14.6.2 **English Language**: Candidates' understanding of the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability would be tested.

14.6.3 **General Intelligence and Reasoning:** It will include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

14.6.4 **Numerical Aptitude:** It will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

14.6.5 **General Awareness**: Questions will be designed to test the ability of the candidate's 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 everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

14.6.6 For VH candidates of 40% and above visual disability, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the Paper.

14.7 **Paper-II**: The Paper will be set in Hindi, English and in other languages mentioned in the Schedule-VIII of the Constitution as given at **Annexure-XV**, to test basic language skills commensurate with the educational qualification prescribed for the post. Candidates will be required to write one short essay/ letter.

14.8 **Physical Efficiency Test (PET)/ Physical Standard Test (PST) for the post of Havaldar in CBIC and CBN**: Followings are the PET/ PST standards for the post of Havaldar in CBIC and CBN:

14.8.1 **Physical Efficiency Test (PET)**:

	Male	Female
Walking	1600 meters in 15 minutes.	1 Km in 20 minutes
Cycling	8 Kms. in 30 minutes	3 Kms. in 25 minutes

14.8.2 Cycling is not applicable for the post of Havaldar in DGPM, CBIC.

14.8.3 A women candidate, who as a result of tests is found to be pregnant of 12 weeks standing or over, shall be declared temporarily unfit and her candidature will be held in abeyance until the confinement is over. Vacancies against temporary unfit candidates will be kept unfilled in the final result. Such female candidates will be re-examined for Physical Efficiency Test (PET) six weeks after the date of confinement, subject to the production of medical certificate of fitness from a registered medical practitioner. If found fit, they may be appointed against the vacancies kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time.

14.8.4 **Physical Standard Test (PST):** The minimum physical standards for the post of Havaldar in CBIC and CBN are as follows:

14.8.4.1 **Male:**

Height	Chest
157.5 cms. (relaxable by 5 Cms in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)	Unexpanded: 76 cms Minimum expansion: 5 cms

14.8.4.2 **Female:**

Height	Weight
152 cms. relaxable by 2.5 Cms in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)	48 kg (relaxable by 2 Kg in the case of Garhwalis, Assamese, Gorkhas and members of Schedule Tribes)

14.8.5 PET/ PST will be conducted by CBIC / CBN at various centres finalized by them. The candidates may be called for PET/ PST to any centre across the country.

these particulars shall not be entertained.

15.6 Facility for downloading of Admission Certificates will be available about 3-7 days before the examination on the website of Regional Office concerned. Candidate must bring printout of the Admission Certificate to the Examination Hall.

15.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the full Date of Birth as printed on the Admission Certificate, such as:

15.7.1 Aadhaar Card/ Printout of E-Aadhaar,

15.7.2 Voter's ID Card,

15.7.3 Driving License,

15.7.4 PAN Card,

15.7.5 Passport,

15.7.6 ID Card issued by University/ College/ School,

15.7.7 Employer ID Card (Govt./ PSU),

15.7.8 Ex-Serviceman Discharge Book issued by Ministry of Defence,

15.7.9 Any other photo bearing ID Card issued by the Central/ State Government.

15.8 If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) as proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

15.9 PwD candidates availing the facility of scribes as per Para 8.1 and 8.2 shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the examination.

15.10 Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.

15.11 Applications with blurred photograph and/or signature will be rejected.

16 Document Verification (DV):

16.1 All the candidates qualified for Document Verification are required to appear for Document Verification along with the photocopies and original documents as mentioned at Para no. 16.3.

16.2 Candidates have to bring two passport size recent colour