

SYLLABUS FOR THE POST OF LOWER DIVISION CLERK

1. Computer Based Test for the post of Lower Division Clerk will be conducted in 02 tiers as indicated below:

- 1.1 Tier-I : Computer Based Test (Objective Type)
- 1.2 Tier-II : Skill Test/ Typing Test

2. **Scheme of Tier-I Examination** (Computer Based Test):

Part	Subject	Number of Questions	Maximum Marks	Time Allowed
I	Mathematical Abilities	30	60	60 minutes (1 hour 20 minutes for candidates eligible for scribe)
	Reasoning and General Intelligence	30	60	
II	English Language and Comprehension	40	80	60 minutes (1 hour 20 minutes for candidates eligible for scribe)
	General Awareness	20	40	
III	Computer Knowledge Module	15	30	15 minutes (20 minutes for candidates eligible for scribe)

Note : There will be negative marking of $\frac{1}{4}$ th i.e. 0.5 marks for each wrong answer in Tier-I

3. **Scheme of Tier-II** (Skill Test/ Typing Test):

3.1 Skill Test/ Typing Test will be conducted for those candidates who qualify in Tier-I (Computer Based Test). Typing test will be conducted both in English and Hindi. The choice of Typing Test given by the candidate in the online Application Form shall be treated as final and no change in the medium of Typing Test will be entertained later.

3.2 Candidate opting for English medium should have typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively.

3.3 The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.

3.4 Candidates eligible for scribe will be given compensatory time of 5 minutes. Therefore, duration of Typing Test for such candidates will be 15 minutes.

3.5 Passage Dictators will be provided to those VH candidates for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

3.6 Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval, be exempted from the requirement of qualifying at such test, provided such a candidate submits a Certificate from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. Otherwise their claim for seeking exemption from Typing Test will not be entertained.

4. Indicative Syllabus for Tier-I (Computer Based Test):

4.1 Part – I

- **Mathematical Abilities:**

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin^2\theta + \cos^2\theta = 1$ etc.

Statistics and probability: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities.

- **Reasoning and General Intelligence:**

Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification,

Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other sub-topics, if any.

4.2 Part – II

- **English Language and Comprehension:**

Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage. To test comprehension, two or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other paragraph should be based on current affairs editorial or a report.

- **General Awareness:**

Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

4.3 Part – III

- **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.

5. Merit list will be prepared on the basis of the performance of the candidates in Tier – I i.e. Computer Based Test. Tier – II will only be qualifying in nature.