

SELECTION CRITERIA AND SCHEME OF EXAMINATION

Name of the Post : Lower Division Clerk (LDC)
Group/Scale of Pay : Group 'C' , Level -2 (Rs. 19,900 - 63,200)
Nature of Recruitment : Direct Recruitment

1. General Description

The selection process shall consist of the following stages

Stage I **Written test - Objective type test**
Stage II **Skill test - Typing test on computer**

- (a) The objective type test will be conducted first for the candidates after screening of their applications, ascertaining their eligibility.
- (b) Only those candidates who qualify in the written test will be called for the Skill test.
- (c) The Skill test will be for only qualifying purpose.
- (d) The standard of questions will be of level as per essential qualifying degree / certificate/experience / skills required for the post.
- (e) The question paper will be bilingual (English and Hindi), except for the 'English Language and Comprehension'.
- (f) Other terms and conditions will be as per the Advertisement for the post.
- (g) PwD (VH and Cerebral Palsy) candidates will be allowed to have scribes and extra time for written test as per Government of India rules and guidelines.
- (h) In case of tie, where more than one candidate secures the same or equal in aggregate marks, the tie will be resolved by applying the following methods one after another:
 - (i) By referring to the marks obtained in Stage-II of the typing test.
 - (ii) Date of birth, i.e., the candidate older in age gets preference
 - (iii) By referring to the alphabetic order of the names, taking first name into consideration.

2. Scheme of Examination and Syllabus

The examination will consist of two stages, as described below.

Stage I : Written test — Objective type test

[Total time : 2 hours] / [Total Marks : 100]

Parts	Subject for Written Test (Objective Multiple-Choice Test)	Number of Questions	Marks (each question of one mark each)
Part – I	Proficiency in Computer Operation	20	20
Part – II	General Intelligence and Reasoning	20	20
Part – III	General Awareness	20	20

Part - IV	English Language and Comprehension	20	20
Part - V	Quantitative Aptitude	20	20
	Total	100	100

Indicative syllabus of objective type test will be as follows:

Part I – Proficiency in Computer Operation

Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.

Part II : General Intelligence and Reasoning

This component may include questions on analogies, similarities and differences, problem solving, analysis judgement, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion, indexing, address matching, date and city matching, classification of centre codes / roll number, small and capital letters / number coding, decoding and classification, critical thinking, emotional intelligence, social intelligence. There can be simple maps, graphs, diagrams and finding correlation or matching.

Part -III : General Awareness

Questions in this component will be aimed at testing 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 every day observations and experience as may be expected of any educated person. The test may also include questions relating to India and its neighboring countries especially pertaining to history, culture, geography, economics, government policy on education and higher education scenario in India and the university administration.

Part – IV : English Language and Comprehension

There will be questions on spot the error, fill in the blanks, synonyms, antonyms, spellings, detecting misspelt words, idioms, and phrases, one-word substitution, active and passive voice, conversion into direct and indirect narration, shuffling of sentence parts, comprehensive passage.

Part - V : Quantitative Aptitude

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test may cover topics such as computation of whole numbers, decimals, fractions and relationships between numbers, percentage, ratio and proportion, square roots, averages, simple and compound interest, profit and loss, discount, time and distance, time and work, basic algebra, identities of school algebra and elementary surds, height, and distances.

Stage II : Skill test — Basic computer skill test

A Skill test will be conducted on computer for duration of 10 minutes. It will test the typing skills.

(a) English typing @ 35 w.p.m

OR

(b) Hindi typing @ 30 w.p.m.

This 35 w.p.m. and 30 w.p.m. respectively in English or Hindi correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depression for each word.
