

RECRUITMENT FOR THE POST OF LOWER DIVISION CLERK

The following process will be followed:

- A) Written Test
- All the applicants will be required to appear for a written test.
 - Written test will be conducted on computer.
 - The written test will comprise 100 questions and will be of 90 minutes duration.
 - The questions will be of multiple choice type with 4 options.
 - Each question will carry 1 mark and for each wrong answer 0.25 marks will be deducted.
 - The questions will be in English only except the language portion containing questions in Hindi.
 - The minimum qualifying marks for the written examination will be 30 %.
 - The syllabus for written test will be as given below.
- B) A category wise merit list will be prepared based on the marks obtained in the written test.
- C) For each post one hundred candidates (100 X No of posts in each category) from the merit list or number of candidates available for the post in particular category, whichever is less, will be called for typing test.
- D) Typing Test
- Candidates shortlisted as per the merit list will be required to take the typing test in English.
 - It is mandatory to qualify the English typing test with typing speed of 30 w.p.m.
 - Typing test will be conducted on computer on MS Office 2016.
- E) Final merit list of the candidates, who qualify the typing test, will be prepared based on the marks obtained in the written test.
- F) There will be no interview.

Syllabus for Written Test

The syllabus and the weightage to different topics in the written test will be as follows:

Sr. No.	Content	Weightage (Marks)
1.	Computer proficiency including use of modern office automation tools: <ul style="list-style-type: none">• Uses of Computer• Computer Terminology• Computer Hardware• MS Office (Word, Excel, PowerPoint)• Internet	25
2.	Mental Aptitude / Reasoning: <ul style="list-style-type: none">• Puzzles and sitting arrangement• Coding/decoding	15

	<ul style="list-style-type: none"> • Arithmetical reasoning. • Problem solving. • Verbal and figure classification. • Arithmetical Number Series. • Discrimination. • Decision-making. • Analytical Reasoning 	
3.	General Awareness (Both National and International): <ul style="list-style-type: none"> • Current Affairs • Indian Constitution- Fundamental Rights, Governance, Role of citizens • General Science- 10th level • Abbreviations • Indian Awards • International & National Organizations • Indian history- 10th level. • Environment 	20
4.	Mathematical Ability (10th level) : <ul style="list-style-type: none"> • Simplification and Approximation • Time and Distance • Profit and Loss • Simple & compound Interest • Simple Equations • Time and Work • Percentages • Averages • Ratio and Proportion • Problems on Numbers • Numbers and Ages • Mensuration 	20
5.	Language Proficiency (English and Hindi)- 10th Level: <ul style="list-style-type: none"> • Synonyms, Antonyms • Sentence Correction • Error Detection • Fill in the blanks • Tenses • Active/Passive Voice • Vocabulary • Punctuation • Comprehension • Translation(Hindi to English & English to Hindi) 	20
