

**SCHEME OF THE EXAMINATION AND SYLLABUS FOR THE WRITTEN EXAMINATION
OF Lower Division Clerk (LDC)**

The examination will consist of a Written examination and Skill Typing Test for the post of Lower Division Clerk (LDC).

The written examination will consist of Objective type-Multiple choice question paper as shown below:

Sl.No. Subject

1. General Intelligence (30 MCQ)

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

2. English Language (Basic Knowledge) (30 MCQ)

In addition to testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage. etc. his/her writing ability would also be tested.

3. Numerical Aptitude (Basic Arithmetic Skill) (30 MCQ)

This paper 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.

4. General Awareness (10 MCQ)

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 neighboring 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.

NOTE: 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.

Skill Test (Typing) for LDC: (Skill Test will be taken on Computer)

Skill Typing Test will be of Qualifying in nature. It is most necessary for the candidates to qualify in the Skill test.

English Typing @ 35 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

Hindi Typing @ 30 w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

(35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions per Hour/9000 Key Depressions per Hour on an average of 5 key depressions for each word)

(Typing Test will be conducted later for those candidates, in order of merit, who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates will indicate his/her choice/option for Skill Test Medium separately in the Attendance cum Application Form, if called for.)