

ICAR – CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES, HISAR

F. No. 3-20/RVC/2013

Dated the Nov., 2014

NOTICE FOR THE CANDIDATES FOR THE POST OF LOWER DIVISION CLERK AT CIRB SUB CAMPUS,
NABHA (REF. ADVT. NO.CIRB/ESTT/2014/I)

This is in continuation to the advertisement number referred to above appeared in the Employment News of 25-31 Jan., 2014 Edition as also uploaded on the institute website www.cirb.res.in. In this connection, a copy of the Examination/Syllabus Rules for the said post of Lower Division Clerk is hereby placed on the institute website for information and guidance of all concerned.

(Chetan S. Issar)
Administrative Officer

SCHEME OF EXAMINATION FOR LOWER DIVISION CLERKS**PART-I**

SCHEME OF EXAMINATION: The examination will consist of a written examination and Typing Test for the post of Lower Division Clerks.

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below:

Part	Subject	Maximum Marks	Total Duration/ Timing for General candidates	Total Duration/ Timing for Visually Handicapped candidates
I	General Intelligence (50 questions)	50		
II	English Language (Basic Knowledge) (50 questions)	50		2 Hours 20 mins 10.00 A.M. to 12.20 P.M.
III	Numerical Aptitude (Basic Arithmetic Skill) (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon	
IV	General Awareness (50 questions)	50		

NOTE-I: The paper will consist of Objective Type-Multiple Choice questions only. The questions will be set both in English & Hindi.

NOTE-II: 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.

SYLLABUS

General Intelligence: 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.

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English Language : In addition to the 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.

Numerical Aptitude: 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.

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.

NOTE: For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.

(B) Skill Test for LDCs: (Skill Test will be taken on Computer)

Typing Test will be of Qualifying in nature.

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 who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the Examination will have to indicate his/her choice/option for Skill Test Medium separately in the Application Form.)

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