

**SCHEME & SYLLABUS**  
**LOWER DIVISION CLERK**  
**(Direct Recruitment)**

**SCHEME OF EXAMINATION :-**

- (1) The examination will consist of a Written Examination of 200 marks and Typing Test on Computer.
- (2) After the written Examination the number of candidates to be called on the basis of merit for the Typing Test shall be in the ratio of 1:5 i.e. five times the number of vacancies.
- (3) Merit of Candidates will be decided on the basis of the total marks scored in the Written Examination subject to qualifying in the typing test.
- (4) The Typing Test is of qualifying in nature. Failure in the Typing Test shall be failure in the examination.
- (5) Resolution of Tie Cases - Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved:
  - (i) Date of Birth, with older candidate placed higher.
  - (ii) Alphabetical order in which the first names of the candidates appear.

**SCHEME OF WRITTEN EXAMINATION :-**

The written examination consists of one objective type multiple choice question paper of 200 marks as shown below:

Part	Subject	Maximum Marks & Number of Questions	Time Duration for General Candidates	Time Duration for Visually Handicapped Candidates
I	General Intelligence	50(50 questions )	2 Hours	2 Hours 20 Minutes
II	English Language (Basic Knowledge)	50(50 questions)		
III	Quantitative Aptitude (Basic Arithmetic Skill)	50(50 questions)		
IV	General Awareness	50(50 questions)		

NOTE 1: Question paper will be set in English/Hindi except Part-II which will be set in English.

NOTE 2: There will be negative marking of 0.25 marks for each wrong answer.

NOTE 3: Standard of questions will be of the level to commensurate with educational qualification for the post i.e. 12<sup>th</sup> standard.

NOTE 4: Visually handicapped (VH) candidates with visual disabilities of forty percent or above can avail the assistance of a Scribe in the Written Examination, subject to such requests being made at the time of applying for the examination. Question Papers and Answer Sheets will not be provided in Braille.

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NOTE 5: Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the Magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

### **SYLLABUS OF WRITTEN EXAMINATION:-**

#### **General Intelligence:**

1.	Semantic Analogy	14.	Symbolic operations
2.	Symbolic/Number Analogy	15.	Trends
3.	Figural Analogy	16.	Space Orientation
4.	Semantic Classification	17.	Venn Diagrams
5.	Symbolic/Number Classification	18.	Drawing inferences
6.	Figural Classification	19.	Punched hole/pattern-folding & unfolding
7.	Semantic Series	20.	Figural Pattern – folding and completion
8.	Number Series	21.	Embedded figures
9.	Figural Series	22.	Critical Thinking
10.	Problem Solving	23.	Emotional Intelligence
11.	Word Building	24.	Social Intelligence
12.	Coding and de-coding	25.	Other sub-topics, if any
13.	Numerical operations		

#### **II. English Language :**

1.	Spot the Error
2.	Fill in the Blanks
3.	Synonyms/Homonyms
4.	Antonyms
5.	Spellings/Detecting Mis-spelt words
6.	Idioms & Phrases
7.	One word substitution
8.	Improvement of Sentences
9.	Active/Passive Voice of Verbs
10.	Conversion into Direct/Indirect narration
11.	Shuffling of Sentence parts
12.	Shuffling of Sentences in a passage
13.	Cloze Passage
14.	Comprehension Passage

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### III. Quantitative Aptitude:

#### Arithmetic :

1. Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
2. 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 :

1. Basic algebraic identities of School Algebra (and their simple applications) e.g. Formulas for  $(a+b)^2$ ,  $(a-b)^2$ ,  $(a+b)^3$ ,  $(a-b)^3$ ,  $a^3-b^3$ ,  $a^3+b^3$ ,  $a^2-b^2$ ; if  $a+b+c=0$ , then  $a^3+b^3+c^3=3abc$  etc. and Elementary surds (simple problems).
2. Graphs of Linear Equations.

#### Geometry :

Familiarity with elementary geometric figures and facts:

1. Triangle and its various kinds of centres viz. Centroid, In-centre, Orthocentre, Circumcentre.
2. Congruence and similarity of triangles.
3. Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

#### Mensuration :

Triangle, Quadrilaterals, Regular Polygons (sum of the internal angles of a polygon), Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

#### Trigonometry :

1. Trigonometry (for acute angles  $\theta$  with  $0 \leq \theta \leq 90$ ) :  
Trigonometric ratios, Degree and Radian Measures, Standard Identities like  $\sin^2 \theta + \cos^2 \theta = 1$  etc.
2. Complementary Angles, Heights and Distances (simple problems only).

#### Statistical Charts :

- Use of Tables and Graphs:
1. Histogram
  2. Frequency polygon
  3. Bar-diagram
  4. Pie-chart

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- IV. **General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him/her 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 neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

**TYPING TEST:-**

- (1) The Typing Test will be conducted in English or Hindi and candidates while applying for the examination, will have to indicate their option.
- (2) Typing Test will be administered on Computer, to be provided by the Factory/Unit.
- (3) Candidates opting for English Typing shall have typing speed of 35 words per minute and those opting for Hindi Typing shall have typing speed of 30 words per minute on Computer. Thirty five w.p.m. and thirty w.p.m. correspond to 10500 key depressions per hour and 9000 key depressions per hour respectively. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.
- (4) Visually Handicapped candidates (with 40% disability and above) will be provided Passage Dictators for the Typewriting test by the Factory/Unit. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.