

SCHEME AND SYLLABUS OF EXAMINATION FOR THE PURPOSE OF FILLING UP THE POST OF LOWER DIVISION CLERK (LDC)

1. The examination will consist of 2 papers:-

| PAPERS | SUBJECT | FULL MARKS | TIME ALLOWED |
|----------|---|------------|--------------|
| PAPER I | General English | 100 | 2 hrs. |
| PAPER II | General Knowledge Basic Computer Knowledge | 100 | 2 hrs. |

2. General Instruction

Mode of Examination pattern shall be objective MCQ and Conventional Type for Paper I and MCQ only for Paper II.

PAPER I

English: Candidate will be required to answer question designed to test their understanding of English and workman like use of words. The pattern of questions would be broadly as follows:-

1. Comprehension of a given passage
2. Grammar
3. Usages and vocabulary
4. Report writing, essay writing and precis writing

PAPER II

General Knowledge:-Knowledge of current event of local, National and International importance and of such matter of everyday observation and experience in their scientific aspects as may be expected of any educated person who has not made a special study of any scientific subject. The paper will also include questions on Modern History (from 1857 onwards) of India, Indian culture, India polity, Indian economy and Geography of India of such nature as candidates should be able to answer without special study and questions on the teachings of Mahatma Gandhi.

Basic Computer Knowledge: Fundamentals of Computer, Operating System, M.S. Office, Hardware.