SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO LOWER DIVISION CLERK (LDC)

Paper	Subject	Marks	Duration
Paper-I	**PART A**		3 hours with compensatory time of 20 minutes per hour for PwBD
	General Knowledge (50 Questions)	100	
	General English(25 Questions)	50	
	PART B		
	Essay Writing	20	
	English Comprehension	30	
	Total	**200**	
Paper-II	Computer Knowledge(50 Questions)	100	3 hours with compensatory time of 20 minutes per hour for PwBD
	Simple Arithmetic (25 Questions)	50	
	General Intelligence & Reasoning (25 Questions)	50	
	Total	**200**	
	GRAND TOTAL	**400**	

Note:

1. The order of examination will be typing test, written examination, skill test and personal interview. Typing test will be qualifying in nature, candidates must secure a minimum speed of 30 wpm, failing which they will not be allowed to sit for written examination.

2. Questions shall be set in Objective Type Multiple Choice pattern only except for Part-B under Paper-I, the candidates shall be given probable answers atleast four wherein the candidates has to choose one correct answer for every objective type question. There will be penalty (negative marking) for every wrong answer given by the candidate.

3. For each question for which a wrong answer has been given by the candidate, one third of the marks assigned to that question will be deducted as penalty.

4. If a candidate gives more than one answer to one question, it will be treated as wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.

5. If any questions is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

Brief description of the syllabus for direct recruitment to LDC is as follows:-

Paper-I

General Knowledge: Questions will be designed to test the candidate's knowledge of current events and of such matters of everyday observation and experience as may be expected of an educated person. The test will also include questions relating to Indian history and culture, Indian polity including the Constitution of India, geography, economy and general science. Questions on Mizo history and culture will also form part of the syllabus.

General English: Questions will be designed to test the candidates understanding and knowledge of English language, vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be questions on comprehension of a passage also.

Essay Writing: Question on essay writing will be designed to test the candidate's grasp of his material, its relevance to the subject chosen, and to his ability to think constructively and to present his ideas logically, constructively and concisely.

English Comprehension: There will be questions on comprehension of passages also to test the vocabulary, grammar, logical thought ability and overall grasp of the candidates over English language.

Paper-II

Simple Arithmetic: Number system, simplification, roots, averages, discounts, percentages, profit & loss, ratio and proportion, partnership, chain rule, time & work, time & distance, simple & compound interest, mensuration, permutations & combinations, heights & distances, line graphs, bar graphs, pie charts and tabulation.

General Intelligence & Reasoning: It would include questions of verbal and non- verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

Basic Computer Knowledge: Questions in Basic Computer Knowledge shall be set as specified below :-

I. FUNDAMENTALS OF COMPUTER (TOTAL-20 MARKS)

A. *Introduction–2 marks*
   What is a Computer (Analog Computers, Digital Computers), Characteristics of Computers, The Evolution of Computers, Computer Generations [First Generation (1942-1955), Second Generation (1955-1964), Third Generation (1964-1975), Fourth Generation (1975-1989), Fifth Generation (1989-Present)]

B. *Basic Computer Organization-2 marks*
   Input Unit, Output Unit, Storage Unit, Arithmetic Logic Unit, Control Unit, Central Processing Unit, the System Concept

C. *Processor and Memory-4 marks*
   Central Processing Unit (Control Unit, Arithmetic Logic Unit, Instruction Set, Registers, Processor Speed, Types of Processors), Main Memory (Storage Evaluation Criteria, Main Memory Organization, Main Memory Capacity, Types of Memory Chips, Cache Memory)

D. *Secondary Storage Devices-2 marks:*
   Sequential and Direct-Access Devices, Magnetic Tapes, Magnetic Disks, Optical Disks, Memory Storage Devices, Data Backup, On-line, Near-line, and Off-line Storage, Hierarchical Storage System(HSS),Flash memory

E. *Input-output Devices-2 marks*
   Input Devices (Keyboard Devices, Point-and-Draw Devices, Data Scanning Devices, Digitizer, Electronic-card Reader, Speech Recognition Devices, Vision-Input System), Output Devices (Monitors, Printers, Plotters, Screen Image Projector, Voice Response Systems)

F. *Computer Software-4 marks*
   What is Software, Relationship between Hardware and Software, Types of Software (System Software, Application Software.)

G. *Classification of Computers-2 marks*
   Notebook Computers (Laptops), Personal Computers (PCs), Workstations, Mainframe Systems, Supercomputers, Client and Server Computers, Handheld Computers (Tablet PC, PDA/Pocket PC, Smartphone)

H. *Information Technology and Society-2 marks*
   Indian Information Technology (IT) Act, The Information Technology (Amendment Bill),Intellectual Property Rights(IPR) Issues, Information Technology Applications in Air Lines and Railway Ticket Reservation, Computer in Banks, Inventory Control, Financial System, Hotel Management, Computers in Education, Video Games, Telephone Exchanges, Mobile Phones, Information Kiosks, Special Effects in Movies.

II. OPERATING SYSTEMS (TOTAL-16 MARKS)

A. Introduction-2 marks
What is an Operating System?
Main Functions of an Operating System

B. Microsoft Windows 7 & above-2 marks
An Overview of Different Versions of Windows, Main Features of Windows Operating System

C. Basic elements of opening screen of windows 7 & above-2 marks
The Desktop, Icons and their Types, the Task bar, Elements of a Window

D. File management in windows 7& above-4 marks
File, Folder, Folder Tree, Selecting Files and Folders, Creating Files and Folders, Naming and Renaming Files and Folders

E. Windows Start Menu-2 marks
All Programs, My Recent Documents, Control Panel, Printers and Faxes, Help and Support, Search, Run, Log Off, Turn off Computer

F. Windows Shortcuts-2 marks
Creating a Shortcut, Renaming a Shortcut, Deleting a Shortcut

G. Essentials Windows Accessories-2 marks
System Tools, Entertainment, Calculator, Notepad, Paint, WordPad

III OFFICE AUTOMATION SOFTWARE (TOTAL–64 MARKS)
(Based on MS Office)

A. Word Processing (24 marks)
   a) An Introduction-2 marks
   Introduction, The Word Screen, Creating documents, editing documents, Printing documents, Quitting documents.
   b) Formatting a Document-6 marks
   Text style, Changing the font type and size, Alignment of text, Formatting paragraphs with line of paragraphs with line of paragraph spacing, Adding headers, footers and page numbers.
   c) Using Auto Correct-2 marks
   Introduction to AutoCorrect, Using AutoCorrect.
   d) Proofing a Document with Spell and Grammar Check -2 marks
   Spell and grammar check the entire document, Readability statistics, using the thesaurus, using word count.
   e) Finding and Replacing Text-2 marks
   Replacing occurrences of text, Finding and replacing formatting.
   f) Improving the Look of a Document-4 marks
   Adding borders and shading, Bullets and numbering, page setting, Format

painter, Inserting symbols, Using superscript and subscript.
g) *Inserting Graphics-2 marks*
   Inserting a graphic, Inserting WordArt.
h) *Inserting Table-2 marks*
   Understanding tables,Table Auto Format.
i) *Mail Merge-2 marks*
   The basic concept of merging documents, working with master documents, Merging documents.

B. Spreadsheet package:(16 marks)
a) *Introduction to Spreadsheets-2 marks*
   Getting Started, The worksheet, saving the worksheet, closing a worksheet, exiting Excel.
b) *Using Formulas in Excel–2 marks*
   Opening a worksheet, entering formula, copying formula, some more calculations using formula, concept of worksheets and workbook.
c) *Understanding Cell Referencing in Excel-2 marks*
   Relative referencing, absolute referencing, Mixed referencing.
d) *Editing a Worksheet,Formatting and Printing a Worksheet-4 marks*
   Formatting a worksheet, printing a worksheet.
e) *Use of Simple Statistical Functions-2 marks*
   Statistical functions, adjusting the worksheet size, Conditional function.
f) *What-if Analysis and Data Tables in Excel-2 marks*
   What-if analysis, Data tables, creating a one-variable datatable, creating a two-variable data table.
g) *Working with Graphs and Charts-2 marks*
   Creating charts using ChartWizard, Sizing and moving charts, Updating charts, changing the chart type, previewing and printing charts.

C. Presentation package:(10 marks)
a) *Introduction to PowerPoint-2 marks*
   An introduction to presentation graphics, Basic elements of a slide, Different types of slide layouts, Getting stated, creating a presentation.
b) *Different Views of a Presentation-2 marks*
   Opening an existing presentation, switching views.
c) *Editing a Presentation-2 marks*
   Adding slides, Deleting slides, Rearranging slides, changing the presentation design, changing slide layouts, Printing a presentation.
d) *Adding Special Effects in a presentation-4 marks*
   Inserting pictures from files, Animating slides, Adding sound effects, setting slide timings, Rehearse timings, grouping and ungrouping pictures

D. Internet technology:(14 marks)

a. *Introduction to Internet-4 marks*

What is Internet? Growth and Owners of the Internet, Anatomy of Internet, History of World Wide Web, Basic Internet Terminologies, Netiquette,InternetApplications,CommerceontheInternet,GovernanceontheInternet, ImpactofInternetonSociety,Crimeon/throughthe Internet (Cyber Crime, Reasons for Cyber Crime, Mode and Manner of Committing Cyber Crime, Prevention of Cyber Crime)

b. *Services on Internet-4 marks*

What is World Wide Web? HTTPS, Search Engines

c. *Electronic Mail-6 marks*

E-mail Networks and Servers, E-mail Protocols, Structure of an E-mail, E- mail Contents and Encoding, E-mail Routing, E-mail Clients, E-mail Encryption, Address Book, Signature File.

SKILLTEST

Skill test shall be held after written examination for qualified candidates as follows:-

Sl. No.	Name of skills to be tested	No. of questions	Max. Marks	Duration
1	Skills in Microsoft Word	3	30	30 minutes
2	Skills in Microsoft Excel	3	30	30 minutes
3	Skills in Microsoft Power Point	3	30	30 minutes

Note: Test will be qualifying in nature, marks obtained in the test will not be added to determine the final order of merit, candidate must score a minimum of 36 marks to qualify the test.

SYLLABUS FOR MIZO LANGUAGE PROFICIENCY TEST (QUALIFYING TEST)

Duration   : 2 hours
Full mark   : 50
Qualifying mark/Pass mark : 20

1. Essay writing   : 10 marks
   (Candidate will choose one topic from three given topics with word limit of not less than 200 words)
2. Letter writing   : 10 marks
3. Comprehension   : 10 marks
   (Question will be set in Middle School standard)
4. Poetry   : 10 marks
   (Objective Type and short answer type questions will be set in Middle School standard. Marks for each question will range from 1 to 3 marks)
5. Grammar   : 5 marks
   (Question will be set in Middle School standard)
6. Mizo Thufing and Tawng Upa   : 5 marks
   (Question will be set in Middle School standard)

Note 1: A candidate who studied Mizo subject in Class-X standard (HSLC) or above within Mizoram or who opted for Mizo subject as MIL outside Mizoram is exempted from taking the qualifying test paper.
Note 2: Questions and answers shall be written in Mizo only. Answers written partly in one language and partly in another language shall not be evaluated and awarded zero marks.

CERTIFICATE BY HEAD OF DEPARTMENT
(For use of Government Servants only)

Certified that Mr/Mrs/Miss _____
holds a temporary/permanent post under the Central/State Government. His character so far as known to me is good and I am not aware of any circumstances which show that he would be unsuitable for any appointment to any post if successful in the examination.

Date :

Signature   : _____

Designation : _____

(Office Seal)