

4. Schedule of Written examination and Skill Test for LDC & UDC:

Name of the post	Upper division clerk	Lower division clerk	
Test	Written test	Written test	Typing test
Date / Month Time	Written test for UDC and LDC will be held on the same day in difference session. Date and time will be intimated separately.		To be intimated separately after written test result.
Centres for written Test	1.Delhi 2.Aurangabad 3.Chennai 4.Kolkata 5.Guwahati 6.Lucknow 7.Chandigarh		

Note:

If sufficient number of candidates are not available in any of the specified Centres, the examination could be shifted to any other Centre, depending upon the administrative feasibility.

5. Selection Procedure for Upper Division Clerk:

The selection for the post of Upper Division Clerk will be made through a written examination (OMR based) consisting of Multiple Choice Questions (MCQs).

6. Selection procedure for Lower Division Clerk:

The selection for the post of Lower Division Clerk will be made through a written examination (OMR based) consisting of Multiple Choice Questions (MCQs) and Typing Test. Candidates, in the order of merit, will be called for Typing test in the ratio of 1:4 (for one vacant post four candidates will be called). Typing Test will be "Qualifying in nature" and the performance in the Typing Test will not be considered in preparation of the final Merit List.

7. Typing Test for Lower Division Clerk:

Typing test will be conducted on Computer. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer is required for qualifying. Time allowed is 10 minutes except for Visually Handicapped (VH) candidates (with 40% disability and above). The VH candidates will be allowed 30 minutes.

Candidates who opt to take the Typing Test in Hindi will be required to learn English Typewriting and vice-versa after their appointment.

(35 words per minute and 30 words per minute correspond to 10500 and 9000 key depression per hour on an average of 5 key depressions for each word).

Candidates while applying for the examination for the post of LDC will have to indicate his/her choice/option for Typing test medium in the Application Form. If any candidate does not opt for any medium for typing, his option will be deemed to be for English medium.

8. Scheme of Written Test for Upper Division Clerk:

- (a) The examination will comprise Multiple Choice Questions (MCQ) in the following subjects:

Sl. No.	Part	Name of Test	No. of Questions	Maximum Marks	Total Time
1.	I	General Intelligence	50	50	120 Minutes (160 Minutes for visually handicapped candidates)
2.	II	English language	50	50	
3.	III	Numerical Aptitude	50	50	
4.	IV	General Awareness	50	50	
		Total	200	200	120/160 Minutes

(b) Indicative syllabus for written examination for the post of UDC:

- (1) **General Intelligence & Reasoning:** The test would include verbal & non-verbal questions. The component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc. The topics are semantic analogy, symbolic/number analogy, figural analogy, semantic classification, symbolic/number classification, figural series, number series, problem solving, word building, coding & decoding, numerical operations, symbolic operations, trends, space orientation, space visualization, venn diagrams, drawing inferences, punched hole/patter-folding & unfolding, figural pattern-folding classification, date and city matching, classification of centre codes/roll numbers, small and capital letters/numbers coding, decoding and classification, embedded figures, critical thinking, emotional intelligence, social intelligence and other topics, if any.
- (2) **English Language:** In addition to the testing of candidates understanding of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage etc., writing ability would also be tested.
- (3) **Numerical Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole 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:** Questions will be designed to test the candidate's General awareness of the environment around him/her and its application to the society. Questions will also be designed to test the 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.

(c) Scheme of Written Test for Lower Division Clerk:

The examination will comprise Multiple Choice Questions (MCQ) in the following subjects:

Sl. No.	Part	Name of Test	No. of Questions	Maximum Marks	Total Time
1.	I.	General Intelligence	25	25	90 Minutes (120 Minutes for visually handicapped candidates)
2.	II.	English language (Basic knowledge)	25	25	
3.	III.	Numerical Aptitude (Basic Arithmetic Skill)	25	25	
4.	IV.	General Awareness	25	25	
		Total	100	100	90/120 Minutes

(d) Indicative syllabus for written examination for the post of LDC:

- (1) General Intelligence:** The test would include verbal & non-verbal 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 candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- (2) English Language:** In addition to the testing of candidates understanding of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage etc., writing ability would also be tested.
- (3) Numerical Aptitude:** This paper will include questions on problems relating to Number Systems, Computation of Whole 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:** Questions will be designed to test the candidate's General awareness of the environment around him/her and its application to the society. Questions will also be designed to test the 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:

- (i) The individual has to satisfy himself/herself that he/she fulfils the eligibility criteria for the post applied. If at any stage he/she is found to be ineligible, his/her candidature will be cancelled.**