WRITTEN EXAMINATION SYLLABUS 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 Question)	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:

A. Questions shall be set in Objective Type Multiple Choice pattern only except for essay writing and English comprehension under Paper-I .

B. Typing Test will be conducted before written examination, skill test and personal interview. Only candidates who meet the required number of words i.e. 30 words per minute in the typing test will be eligible to appear in the written examination.

Brief description of the common syllabus for direct recruitment to Group LDC posts 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 both 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 ProcessingUnit, 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/PocketPC, Smartphone)

H. *Information Technology and Society - 2 marks*
    Indian Information Technology (IT) Act, The Information Technology (Amendment Bill), IntellectualProperty 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 Taskbar, 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 withline of paragraphs with line of paragraph spacing, Adding
headers, footers and page numbers.

c) *Using AutoCorrect - 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, Insertingsymbols, 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, Mergingdocuments.

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 usingformula, 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 data table, creating a two-variabledata table.
g) *Working with Graphs and Charts - 2 marks*
Creating charts using ChartWizard, Sizing and moving charts, Updating charts, changingthe 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 slidelayouts, 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, changingslide 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, Internet Applications, Commerce on the Internet, Governance on the Internet, Impact of Internet on Society, Crime on/through the 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, SignatureFile.

SKILL TEST

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