

LOWER DIVISION CLERK

SCHEME OF EXAMINATION :-

The examination will consist of a Written Examination of 200 marks and Typing Test on Computer.

- (1) 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.**
- (2) 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.**
- (3) The Typing Test is of qualifying in nature. Failure in the Typing Test shall be failure in the examination.**
- (4) 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 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 question) | | |
| III | Quantitative Aptitude (Basic Arithmetic Skill) | 50(50 question) | | |
| IV | General Awareness | 50 (50 question) | | |

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 wrong answer.**

NOTE 3: Standard of question will be of the level to commensurate with Qualification for the post i.e. 12th 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.

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 inference |
| 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 Sentence in a passage |
| 13. | Cloze passage |
| 14. | Comprehension Passage |

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 $(a+b)^2$, $(a-b)^2$, $(a+b)^3$, $(a-b)^3$, $(a-b)^3$, a^3-b^3 , a^3+b^3 , a^2-b^2 ; if $a+b+c=0$, then $a^3+b^3+c^3=3 abc$ 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 more circles.

Mensuration:

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

Trigonometry:

1. Trigonometry (for acute angles θ 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

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 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 History, Culture, Geography, Economic Scene, General policy and scientific research.

TYPING TEST :-

- (1) The Typing Test will be conducted in English or Hindi and candidate 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.
- (3) Candidates opting for English Typing shall have typing speed of 35 words per minute and those opting for Hindi Typing shall 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.
- (5) Visually Handicapped candidates (with 40% disability and above) will be provided Passage Dictators for the Typewriting test by the Factory. The passage Dictators will read out the passage to the VH candidate within the allotted time period.

PRIMARY TEACHER (PRT)

DURWAN

Scheme of Examination:

Written Test:

| SUBJECT | MAXIMUM MARKS | NUMBER OF QUESTIONS | DURATION |
|--|----------------------|----------------------------|-----------------|
| General Intelligence (10 th Standard) (Objective Type) | 25 | 25 | 2 Hours |
| General Awareness (10 th Standard) (Objective Type) | 50 | 50 | |
| English Language (10 th Standard) (Objective Type) | 50 | 50 | |
| Numerical Aptitude (10 th Standard) (Objective Type) | 25 | 25 | |

SYLLABUS:-

I. GENERAL INTELLIGENCE:

The questions will be of 10th Standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and difference, space visualization, problem solving, analysis, Judgement, decision making, visual memory, discrimination observation, relationship concepts, figure classification, arithmetical number series, non-verbal series, non-verbal series. 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.

II. GENERAL AWARENESS:

The questions will be of 10th Standard. Questions will be designed to test the ability of the candidate's general awareness of the environment around him and the application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an 10th Standard educated person. The test will also include questions relating to India and its neighboring 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.

III. ENGLISH LANGUAGE:

These questions will be of 10th Standard. Candidate's understanding of the Basics of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability would be tested.

IV. NUMERICAL APTITUDE:

This paper will include questions on problems relating to number systems, Computation of Whole Numbers, Decimals and Fractions and Relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratios and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work etc. The questions will be of 10th Standard.

After the written test, the no. of candidates to be called on the basis of merit for physical test and screening test of 100 mts running in 15 secs shall be in the ratio of 1:10 ie. Ten times the no. of vacancies.

2 MEASUREMENT OF PHYSICAL STANDARDS:

3 SCREENING TEST: Screening Test shall be done only for those candidates who qualify in the measurement of physical standards.

Running of 100 Meters in 15 seconds. This is the next screening test.

The Physical test and screening test are only of qualifying nature but failure in these tests shall be failure in the examination. Candidates will be recommended for selection on the basis of their marks or merit in the written examination only.

MULTY TASKING STAFF (MTS)

Scheme of examination for the post of Multi-tasking staff

Scheme of examination :

The examination will consist of a written test of 150 marks.

Scheme of written test :

The written test consists of one objective type multiple choice question paper as shown below :

| Part | Subject | Maximum marks & Number of questions | Duration | Time duration for visually handicapped candidates |
|------|--|-------------------------------------|----------|---|
| A | General Intelligence & Reasoning | 25 (25 questions) | 2 hours | 2 hours 40 minutes |
| B | Numerical aptitude (10 th Standard) | 25 (25 questions) | | |
| C | General English (10 th Standard) | 50 (50 questions) | | |
| D | General Awareness (10 th Standard) | 50 (50 questions) | | |

Note 1: Question paper will be set in English/Hindi/Tamil except part C which will be set in English.

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

Note 3: Merit of candidates will be decided on the basis of total marks scored in the written examination.

Note 4: Resolution of Tie cases - Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved :

- (i) By referring to the marks in Part-C of the written objective type paper.
- (ii) By referring to the marks in Part-B of the written objective type paper.
- (iii) Date of birth i.e. the candidate older in age gets preference.
- (iv) By referring to the alphabetical order of the names taking first name into consideration.

Syllabus of written test :

Questions on General Intelligence and reasoning will be non-verbal. Questions on Numerical aptitude and General English will be simple, of a level that an average Matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

- A. **General Intelligence** : It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving,

analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, 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.

- B. **English language** : Candidate's understanding of the basics of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. His/her writing ability would be tested.
- C. **Numerical aptitude** : This paper will include questions on problems relating to number systems, computation of whole numbers, decimals and fractions and relationship between 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.
- D. **General Awareness** : Questions will be designed to test the ability of the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test 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.