

**APPLICATION FORM FOR RECRUITMENT TO THE POST OF  
LOWER DIVISION CLERK (DIRECT)  
UNDER TRANSPORT DEPARTMENT**

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- 1) Name of Service/Post : \_\_\_\_\_
- 2) Name of Department : \_\_\_\_\_
- 3) Name of Candidate : \_\_\_\_\_  
*(in capital letters only)*
- 4) Father's/Mother's Name : \_\_\_\_\_
- 5) Permanent address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) (a)Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b)Phone Number : \_\_\_\_\_
- 7) Date of birth *(attach self-attested Photocopy of Birth Certificate or HSLC or Aadhaar)* : \_\_\_\_\_
- 8) Sex (Male & Female) : \_\_\_\_\_
- 9) Community i.e.SC/ST/OBC*(attach self-attested Photocopy of the supporting document)* : \_\_\_\_\_
- 10) Educational and other qualifications as prescribed in the advertisement *(attach self-attested Photocopy of the supporting document)* : 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_
- 11) Experience, if any*(attach self-attested Photocopy of the supporting document)* : \_\_\_\_\_
- 12) Whether the candidate possessed working knowledge of Mizo language at least Middle School Standard? : YES/NO

- 13) Indicate the list of self-attested documents enclosed with the application (i.e. Educational Certificate, ST Certificate, Birth Certificate, Computer Certificate – CCA/DCA) : 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_
- 14) Whether or not the candidate is a person with benchmark disability as defined under section 2 (r) of RPwD Act, 2016? : YES/NO

### DECLARATION

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is proved false/not true, I will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

(Signature of the Candidate)

**SCHEDULE-III**  
[seeregulation7(3)]

**(A) SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO LOWER DIVISION CLERK GRADE**

Paper	Subject	Marks	Duration
<b>Paper-I</b>	<b>PART A</b>		3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	General Knowledge (50questions)	100	
	General English (25questions)	50	
	<b>PART B</b>		
	Essay writing	20	
	English Comprehension	30	
	<b>Total</b>	<b>200</b>	
<b>Paper-II</b>	Computer Knowledge (50questions- <i>see scheduleIV</i> )	100	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Simple Arithmetic (25questions)	50	
	General Intelligence & Reasoning (25questions)	50	
	<b>Total</b>	<b>200</b>	
	<b>Grand Total</b>	<b>400</b>	

**Notes:**

- 1) For recruitment to Lower Division Clerk Grade, the order of test/examination shall be typing test written examination, skill test and personal interview.
- 2) Questions shall be set and answered in English only and of multiple choice questions pattern only except in Part B of Paper I, each question will carry two marks. The candidates shall be given probable answers atleast four wherein the candidate has to choose one correct answer for every objective type question.
- 3) Questions in Computer Knowledge appeared in Paper II shall be set from Courses specified in schedule IV of these regulations
- 4) Questions will be set in tune with the level of educational qualifications prescribed in the service rules.
- 5) A brief description of the syllabus for direct recruitment to Lower Division Clerk Grade 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 maybe 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.

**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.

**BasicComputer knowledge:** Questions in BasicComputer Knowledge shall be set from Courses specified in Schedule IV of these regulations.

**(B) TypingTest.-**

- 1) Typing test as prescribed in schedule III of the service rules for direct recruitment to the Lower Division Clerk Grade shall be held before conduct of written examination, skill test and personal interview.
- 2) Typing Test shall be held in a computer laboratory and shall be qualifying nature only.
- 3) Marks shall not be awarded for typing test. All candidates who secure a qualifying speed of minimum 30 words per minute shall be recorded only as FIT for written examination and below as UNFIT.
- 4) Candidate who fails to meet the required number of words in the typing test shall not be eligible to appear in the written examination.

**(C) Skilltest.-**

- 1) Skill test shall be held in a computer laboratory after written examination. The specific skills to be tested, the weightage to be given to the respective skills, the minimum qualifying marks and the duration of tests for each skills for direct recruitment to Lower Division Clerk Grade shall be as follows:-

<b>Sl. No.</b>	<b>Nameofskillstobetested</b>	<b>No. of questions</b>	<b>Max. Marks</b>	<b>Duration</b>
1	SkillsinMicrosoftWord	3	30	30minutes
2	SkillsinMicrosoftExcel	3	30	30minutes
3	SkillsinMicrosoftPowerPoint	3	30	30minutes

- 2) Questions shall be set to assess the skills of the candidate as to the usage of multiple features of the above applications. Questions in the skills tests shall not be theoretical in nature since the very objective of skills test is to assess the skills of the candidate to handle the above applications for day to day office usage.
- 3) Skill Test shall not be in the form of examination but practical test. Candidates must obtain minimum 36 marks across the skills prescribed in these regulations to qualify in the Skills Test.
- 4) Skills Test shall be qualifying nature only and any marks whatsoever obtained by the candidates in these tests shall not be added to determine the final order of merit. Any candidate who fails to obtain qualifying marks prescribed in the skill test shall not be eligible to appear for personal interview.
- 5) Skills Test shall be conducted by the Departmental Promotion Committee after the conduct of written examination.
- 6) Skills Test in computer proficiency need not be conducted for direct recruitment to Upper Division Clerk Grade and Assistant Grade.