

## COMMON SYLLABUS FOR DIRECT RECRUITMENT TO GROUP 'C' POSTS

[The syllabus mentioned below shall be followed unless anything contrary is provided in the Recruitment Rules/Service Rules/Examination Regulations for the relevant service/post(s)]

Paper	Subject	Marks	Duration
Paper-I	General Knowledge (50questions)	100	3hours
	General English (25questions)	50	
	Essay writing	30	
	English Comprehension	20	
	<b>Total</b>	<b>200</b>	
Paper-II	Simple Arithmetic (50questions)	100	3hours
	Basic Computer Knowledge (50questions)	100	
	<b>Total</b>	<b>200</b>	

### Notes:

- 1) Questions shall be set in Objective Type Multiple Choice pattern only except for essay writing and English comprehension under Paper-I with all questions carrying equal marks and answers for each of the questions shall be marked using blue or black ball point pen. In other words, there shall be multiple probable answers (at least four) wherein the candidate has to choose the correct answer for every objective type question.
- 2) Questions will be set in tune with the level of educational qualifications prescribed in the corresponding Recruitment Rules/Service Rules for the post(s).
- 3) A brief description of the common syllabus for direct recruitment to Group 'C' 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 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.

**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.

**Basic Computer knowledge:** Introduction to Computers, introduction to Graphical user interface based Operating System, elements of Word Processing, Spreadsheets, Power point presentations, Computer communication and internet, world wide web and web browser, communication and collaboration.

