

**SYLLABUS FOR COMMON COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT
TO THE POSTS OF ASSISTANT GRADE AND UDC UNDER VARIOUS DEPARTMENT**

Paper	Subject	Marks	Duration
Paper-I	PART A		3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	General Knowledge(50 questions)	100	
	General English (25 questions)	50	
	PART B		
	Précis writing	10	
	Essay writing	20	
	English Comprehension	20	
	Total	200	
Paper-II	Basic Computer Knowledge(35 questions)	70	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Simple Arithmetic(30 questions)	60	
	General Intelligence & Reasoning(35 questions)	70	
	Total	200	
	Grand Total	400	

Notes:

- 1) 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.
- 2) Questions will be set in tune with the level of educational qualifications prescribed in the service rules and the same shall be higher than that of the questions for direct recruitment to Upper Division Clerk Grade in case separate examinations are held.
- 3) A brief description of the syllabus for direct recruitment to Assistant 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

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.

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.