SYLLABUS FOR DIRECT RECRUITMENT TO GROUP 'C'(LDC) POSTS

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

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 at least 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 *{see Schedule IV-Syllabus of Computer Proficiency (Computer Knowledge) for LDC}*

4) Questions will be set in tune with the level of educational qualifications prescribed in the service rules :

    a) There will be penalty (negative marking) for every wrong answer given by a candidate in the MCQ type questions.

    b) For each question for which a wrong answer has been given by the candidate, one third of the marks assigned to that question will be deducted as penalty.

    c) If a candidate gives more than one answer to one question, it will be treated as wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question.

    d) If any questions is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

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.

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

(B) Typing Test.-

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) Skill test.-

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:-

SI. 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

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 skilfs 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.

SYLLABUS ON COMPUTER PROFICIENCY (COMPUTER KNOWLEDGE) FOR LOWER DIVISION CLERK GRADE

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 Processing Unit, 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/Pocket PC, Smartphone)

H. Information Technology and Society - 2 marks
Indian Information Technology (IT) Act, The Information Technology (Amendment Bill), Intellectual Property 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 with line 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, Inserting symbols, 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, Merging documents.

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 using formula, 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-variable data table.

g)   *Working with Graphs and Charts - 2 marks*
Creating charts using ChartWizard, Sizing and moving charts, Updating charts, changing the 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 slide layouts, 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, changing slide 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, Signature File.