

## **SCHEME OF EXAMINATION AND SYLLABUS FOR LOWER DIVISION CLERKS**

### **PART – I**

SCHEME OF EXAMINATION: The examination will consist of a written examination and Typing Test for the post of Lower Division Clerks.

#### **(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS**

The Written examination will consist of one objective type paper as shown below:

<b>Part</b>	<b>Subject</b>	<b>Maximum Marks</b>	<b>Total Durations/ Timing for General Candidates</b>	<b>Total Duration/ Timing for Visually Handicapped candidates</b>
I	General Intelligence (50 questions)	50		
II	English Language (Basic Knowledge) (50 questions)	50		2 Hours 20 mins 10.00 A.M. to 12.20 P.M.
III	Numerical Aptitude (Basic Arithmetic Skill) (50 questions)	50	2 Hours 10.00 A.M. to 12.00 Noon	
IV	General Awareness (50 questions)	50		

**NOTE-I:** The paper will consist of Objective Type-Multiple Choice questions only. The questions will be set both in English & Hindi.

**NOTE-II:** There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

### **SYLLABUS**

**General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and 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.

**English Language :** In addition to the testing of candidate's understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage. etc., his/her writing ability would also be tested.

**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.

**General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him 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.

**NOTE:** For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.

(B) **Skill Test for LDCs:** (Skill Test will be taken on Computer)

Typing Test will be of Qualifying in nature.

English Typing @ 35w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

Hindi Typing @ 30w.p.m. (Time allowed 10 minutes) (30 minutes for VH candidates)

(35 w.p.m. and 30 w.p.m. corresponds to 10500 Key Depressions per Hour/9000 Key Depressions per Hour on an average of 5 key depressions for each word)

(Typing Test will be conducted later for those candidates who qualify in the Written Examination. Such Typing Test will be conducted only in English or Hindi and candidates while applying for the Examination will have to indicate his/her choice/option for Skill Test Medium separately in the Application Form.)

The decision of the ICAR / Institutes as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

No candidate will be admitted to the examination unless he/she holds certificate of admission from the ICAR / Institutes.

After the written examination, the candidates who obtain such minimum qualifying marks as may be fixed by ICAR / Institutes at their discretion shall be summoned for Skill Test.

The form and manner of communication of the result of the examination to individual candidates shall be decided by the ICAR / Institutes at their discretion and the ICAR / Institutes will not enter into correspondence with them regarding result.

Appointments will be made by the ICAR / Institutes initially on probation for a period of two years. The period of probation may be extended, if considered necessary.

A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his duties as an officer of the service. Candidates who after such medical examination, as may be prescribed by the competent authority is found not to satisfy these requirements will not be appointed. Only such candidates as are likely to be considered for appointment will be medically examined.

Success at the examination confers no right to appointment, unless the Council is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to this character and antecedents is suitable in all respects for appointment to the post.

No TA will be paid to the candidates for appearing the Written Test. However, unemployed SC/ST candidates, who are called for Test will only be paid Second Class Train/Bus fare by the shortest route on production of journey tickets and caste certificate.

#### **Format of Caste Certificate etc:-**

The formats of Caste Certificate viz., SC/ST/OBC and Persons with Disabilities (PWD) issued by the Government of India from time to time are enclosed herewith for information of all the candidates. They are advised to obtain in the same format failing which it can not be considered for appointment in the Government Service.

The date and place of the exam will be intimated in the institute **[website:www.ciba.res.in](http://www.ciba.res.in)**

FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Smt./Kumari\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Cast/Scheduled Tribe\* under:

\*The Constitution (Scheduled Castes) Orders, 1950: \*The Constitution (Scheduled Tribes) Order, 1950: \*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950: \*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951: {as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 1976} \*The Constitution (Jammu and Kashmir) Scheduled Cast Order, 1956: \*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976; \*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962; \*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962; \*The Constitution (Pondicherry) Scheduled Castes Order, 1964; \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968; \*The Constitution (Nagaland) Scheduled Tribes Order, 1970; \*The Constitution (Sikkim) Scheduled Castes Order, 1978; \*The Constitution (Sikkim) Scheduled Tribes Order, 1978; \*The Constitution Jammu and Kashmir Scheduled Tribes Order, 1989

2. Shri/Shrimathi\*/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(with seal of office) State/Union Territory

Place \_\_\_\_\_

Date \_\_\_\_\_

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\* Please delete the words which are not applicable.

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. 66

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division  
\_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community which is recognised as a backward class under the  
Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC( C ) dated 10<sup>th</sup>  
September, 1993 published in the Gazette of India Extraordinary Part I Section I dated 13th  
September, 1993\*. Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily  
reside(s) in the \_\_\_\_\_ District/Division of the  
\_\_\_\_\_ State/Union Territory. This is also to certify that he/she  
does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to  
the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt(SCT)  
dated 8.9.1993\*.

District Magistrate,  
Deputy Commissioner etc.

Dated:

Seal \_\_\_\_\_ \* as

amended from time to time.

NOTE: The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the Peoples Act, 1950.

FORM OF CERTIFICATE TO BE PRODUCED BY PHYSICALLY HANDICAPPED CANDIDATES

1. Dr.....Regn. No. ....have examined Shri/Miss/Mrs. ....whose particulars are given below and hereby certify that she/he is a permanent physically handicapped person of the following category which is covered by the Rules of the combined, civil, medical, IFS, ISS, Service Examination, etc. i. One leg affected (right or left) ii. One leg and partial arm affected (right or left) iii. Both legs affected but not arms iv. One leg or arm affected v. Deaf/partially Deaf vi. Blind/partial (Delete the category whichever is not applicable)

2. The percentage of disability in his/her case is .....

3. Shri/Miss/Mrs.....meets the following physical requirement for discharge of his/her duties: (1) JF – Work performed by manipulating (with Fingers). (2) PP –Work performed by pulling and pushing. (3). L – Work performed by lifting. (4) KC – Work performed by kneeling and crouching (5) B – Work performed by bending. (6) S – Work performed by sitting (on bench or chair). (7) ST – Work performed by standing. (8) W – Work performed by walking. (9) SE – Work performed by seeing. (10) H – Work performed by hearing / speaking. (11) RW – Work performed by reading and writing. (Delete whichever is not applicable)

4. Shri/Miss/Mrs.....does not suffer from any other disease (communicable or otherwise) constitutional weakness of bodily infirmity that may interfere with the efficient discharge of this duties as an officer under the Government of India.

(1) Name of Candidate.....

(2) Father's Name.....

(3) Identification Mark.....

(4) Sex.....

(5) Age.....

Signature of Surgeon/Medical Officer

Designation.....

Office Stamp.....

Signature of Candidate Address.....

Note: 1. The disability certificate should be issued by a Government Hospital / Medical Board.

2. For being valid, such a certificate should not be more than three year old.