

**SYLLABUS FOR WRITTEN EXAMINATION AND TYPING TEST
FOR LOWER DIVISION CLERK (LDC) AT HQ MEG & CENTRE**

1. (a) **Time Allowed (General Candidates) : 2 Hours**
 - (b) **Time Allowed (Visually Handicapped) : 2 Hours 20 mins**
 - (c) **Question Paper : Objective Multiple Choice Type**
 - (d) **Total Marks : 200 Marks**
2. The Written Examination will comprise of **FOUR PARTS** as per the details mentioned below :-

(a) **General Intelligence (50 Marks)** : 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, judgment, 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.

(b) **English Language (50 Marks)** : In addition to the testing of candidates 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.

(c) **Numerical Aptitude (50 Marks)** : 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.

(d) **General Awareness (50 Marks)** : Question 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 required a special study of any discipline.

Note I – The questions will be of the level to commensurate with Educational Qualification of 12th.

Note II – 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 and Reasoning/General Awareness Paper.

Note III – Only those candidates who secure at least the minimum qualifying marks in the written examination, as may be fixed by HQ MEG & Centre at their discretion, will be called for skill test.

Provided that candidates belonging to Scheduled Castes, Scheduled Tribes, OBC, Ex-Servicemen and PH may be called for the Skill Test by the HQ MEG & Centre by applying relaxed standards, if HQ MEG & Centre is of the opinion that sufficient number of candidates of these categories are not likely to be called for the skill test on the basis of general standard in order to fill up the vacancies reserved for these categories (i.e., SC, ST, PH, Ex-Servicemen and OBC).

Note IV - Central Government Civilian Employees must furnish “No Objection Certificate” from their Employer/Office at the time of Skill Test that in the event of their final selection for the relevant posts through HQ MEG & Centre they would be relieved by their Office for joining the new post/service at HQ MEG & Centre else their candidature will be cancelled.

3. **Skill Test for LDCs (Skill Test will be on COMPUTER)**

(a) Candidates who will pass in Written Exam will be issued with Call Up letter to appear in Typing Test on Computer. Candidates who will qualify Typing Test on Computer will be called for Interview on the same day on which Typing Test will be conducted. Candidates will bring their Admit Card issued by MEG & Centre to appear for Written Test/Typing Test/Interview. Candidates NOT found in possession of Admit Card will NOT be permitted.

(b) Typing Test will be conducted only in English or Hindi Computer and candidates while applying for the Examination, will have to indicate his/her choice/option for Typing Test Medium separately in the Application form.

(c) Typing Test to be administered on the Computer only and Computer will be provided by HQ MEG & Centre at venue of the examination.

(d) Typing Test on Computer will be of qualifying in nature only.

(e) Candidates opting for English medium should Qualify Type Writing in English with a minimum speed of 35 words per minute on Computer.

(f) Candidates opting for Hindi medium should Qualify Type Writing in Hindi with a minimum speed of 30 words per minute on Computer.

(g) The speed will be adjudged on the accuracy of Typing on the Computer of a given text passage in 10 minutes. Visually Handicapped candidates (with 40 % disability and above) will be allowed 30 minutes.

(h) Passage Dictators will be provided to each Visually Handicapped candidate by HQ MEG & Centre for Typewriting test. The Passage Dictators will read out the passage to the Visually Handicapped candidates within the allotted time period.

(j) 35 words per minute and 30 words per minute corresponds to 10500 Key Depressions Per Hour/9000 Key Depressions Per Hour on an average of 5 key depressions for each word.

Note 1 : A candidate who claims to be permanently unfit to take the typing test because of a physical disability may, with the prior permission of the Commandant HQ MEG & Centre can be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format to the department from the Competent Medical Authority, i.e., the Civil Surgeon declaring him/her to be permanently unfit for the Typewriting Test because of a physical disability.

Note 2 : If a candidate who submits a Medical Certificate from the Medical Board attached to VRC for PH persons or from the Medical Board attached to Special Employment Exchange for PH Persons, his/her claim for exemption from Typing Test would be accepted. However, if, she/he submit Medical Certificate from Civil / Orthopaedic Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance.

Note 3 : Candidates seeking exemption from Typing test on medical ground must substantiate their claim will also furnish the relevant Medical Certificate in the prescribed Format as published in this Notification as per Annexure I at the time of Typing Test. Otherwise, their claim for seeking exemption from Typing Test will not be entertained by HQ MEG & Centre.

Note 4 : If any candidate does not opt for any medium for typing, his option will be deemed to be for English medium.
