

**SCHEDULE – II**  
[see regulation 7 (2)]

**SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO UPPER DIVISION CLERK GRADE**

Paper	Subject	Marks	Duration
<b>Paper-I</b>	<b>PART A</b>		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	
	<b>PART B</b>		
	Précis writing	10	
	Essay writing	20	
	English Comprehension	20	
	<b>Total</b>	<b>200</b>	
<b>Paper-II</b>	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	
	<b>Total</b>	<b>200</b>	
	<b>Grand Total</b>	<b>400</b>	

**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 Lower Division Clerk Grade.
- 3) A brief description of the syllabus for direct recruitment to Upper 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 may be 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 in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc), Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of Words, etc.

**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.