

**LOWER DIVISION CLERK: DIRECT RECRUITMENT EXAMINATION**

**I. MODE OF SELECTION:** The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination carrying 200 marks.
- (ii) Candidates securing the minimum qualifying marks in the Competitive Written Examination will be called for Computer Proficiency Test carrying 50 marks and Typing Test (Qualifying nature).
- (iii) Candidates will be recommended for appointment, **in order of merit**, on the basis of their performance in the Competitive Written Examination and Computer Proficiency Test put together i.e., the sum total of marks scored by the candidate out of 250 marks.
- (iv) Success in the examination confers no right of appointment unless the University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

**II. SCHEME OF EXAMINATION:** The examination will consist of a **Competitive Written Examination (Maximum Marks 200), Computer Proficiency Test (Maximum Marks 50) & Typing Test on Computer (Qualifying nature)**.

**A. Scheme of Competitive Written Examination and Syllabus:** The written examination will consist of **One Objective Type Paper** as shown below:

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Part-A	Quantitative Aptitude	50	15	70	2 hours 30 minutes	50 minutes
Part-B	General Awareness	100	30			
Part-C	General English	50	15			

\* PWD candidates availing scribe/reader/lab assistant

## INDICATIVE SYLLABUS:

**Part-A, Quantitative Aptitude:** Number Systems, Fundamental arithmetical operations, Basic algebraic identities and their simple application, Mensuration, Basic statistics.

**Part-B, General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Mizoram University, Mizoram, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

**Part-C, General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages.

### B. Computer Proficiency Test & Typing Test:

Computer Proficiency Test & Typing Test will be conducted for those candidates who secure at least the minimum qualifying marks in the Competitive Written Examination.

**Typing Test:** The Typing Test is of **qualifying nature**. It will be conducted in English to be administered on the Computer using Microsoft Word. The speed requirement is 30 w.p.m. 30 w.p.m. corresponds to 9000 key depressions per hour<sup>40</sup>.

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.

Passage Dictators will be provided to each of VH candidates for the Typewriting test. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

**Computer Proficiency Test:** Candidates' proficiency with **Microsoft Office** in everyday office work will be tested, as shown below:

Subject/Test	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Computer Proficiency Test	50	15	45 minutes	15 minutes

\* PWD candidates availing scribe/reader/lab assistant

**III. RESOLUTION OF TIE CASES:** Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Candidates securing higher marks in the competitive written examination shall be placed higher.
- (ii) Candidates securing higher marks in Part-A shall be placed higher.
- (iii) Candidates securing higher marks in Part-B shall be placed higher.
- (iv) Date of Birth, with older candidate placed higher.
- (v) Alphabetical order in which the names of the candidate appear.

**Note:-**

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.