**SYLLABUS FOR GROUP ‘C’ LDC UNDER PWD**

|  |  |  |  |
| --- | --- | --- | --- |
| **Paper** | **Subject** | **Marks** | **Duration** |
| **Paper-I** | **Part-A** |  | 3 hours with additional time of 20 minutes for Visually handicapped/ Cerebral palsy candidates |
| General Knowledge (50 questions) | 100 |
| General English ( 25 questions) | 50 |
| **Part-B** |  |
| Essay writing | 20 |
| English Comprehension | 30 |
| **Total** | **200** |
| **Paper-II** | Computer Knowledge (50 questions) | 100 | 3 hours with additional time of 20 minutes for Visually handicapped/ Cerebral palsy candidates |
| Simple Arithmetic (25 questions) | 50 |
| General Intelligence & Reasoning (25 questions) | 50 |
| **Total** | **200** |
| **Grand Total** | **400** |

**Notes:**

1. For recruitment to Lower Division of 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 of the Mizoram Ministerial Service (Competitive) Examination Regulation, 2023.
4. Question will be set in tune with the level of educational qualifications prescribed in the service rules.
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 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 candidates 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.

**Essay Writing**: Question on essay writing will be designed to test the candidate’s grasp of his material, its relevance to the subject chosen, and to his ability to think constructively and to present his ideas logically, constructively and concisely.

**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.

***Page 1 of 4***

**Paper-II**

1. **COMPUTER KNOWLEDGE**
2. **FUNDAMENTALS OF COMPUTER (TOTAL – 20 MARKS)**
3. 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 (1975-1989), Fifth Generation (1989-Present)**)**

1. Basic Computer Organization – 2 marks

Input Unit, Output Unit, Storage Unit Arithmetic Logic Unit, Central Processing Unit, the system concept.

1. Processor and Memory – 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)

1. Secondary Storage Devices – 2 marks

Sequential and Direct- Access Devices, Magnetic Tapes, Magnetic Disks, Optical Disk, Memory Storage Devices, Data backup, On-line, Near-line, and Off-line Storage, Hierarchical Storage System (HSS), Flash memory.

1. Input-Output Devices – 2 marks

Input devices (keyboard Devices, Point-and-Draw Devices, data Scanning Devices, Digitizer, Electronic-card Reader, Speed Recognition Devices, Vision-Input System), output devices (Monitors, Printers, Plotters, Screen Image Projector, Voice Response Systems)

1. Computer Software – 4 marks

What is Software, Relationship between Hardware and Software, Type of Software (System Software, Application Software)

1. 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)

1. 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 bank, Inventory Control, Financial System, Hotel management, Computers in Education, Video game, Telephone Exchanges, Mobile Phones, Information Kiosks, Special Effects in Movies.

***Page 2 of 4***

1. **OPERATING SYSTEM (TOTAL – 16 MARKS)**
2. Introduction – 2 marks

* What is an Operating System?
* Main Functions of an Operating System

1. Microsoft Windows 7 & above – 2 marks

An Overview of Different versions of Windows, main Features of Windows Operating System.

1. Basic element of opening screen of windows 7 & above – 2 marks

The Desktop, Icons and their Types, the Taskbar, Elements of a Window.

1. File management in windows 7 & above – 4 marks

File, Folder, Folder Tree, Selecting File and Folders Creating Files and Folders, Naming and Renaming Files and Folders.

1. Windows Star Menu – 2 marks

All Programs, My Recent Documents, Control Panel, Printers and Faxes, Help and Support, search, Run, Log Off, Turn Off Computer.

1. Windows Shortcuts – 2 marks

Creating a Shortcut, Renaming a Shortcut, Deleting a shortcut.

1. Essentials Windows Accessories – 2 marks

System Tools, Entertainment, Calculator, Notepad, Paint, WordPad.

1. **OFFICE AUTOMATION SOFTWARE (TOTAL – 64 MARKS)**

(Based on MS Office)

1. **Word Processing (24 marks)**
2. An Introduction – 2 Marks

Introduction, The Word Screen, Creating documents, editing documents, Printing documents, Quitting document.

1. 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 paragraphs spacing, Adding headers. Footers and page numbers.

1. Using AutoCorrect – 2 marks

Introduction to AutoCorrect, Using AutoCorrect.

1. 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.

1. Finding and Replacing Text – 2 marks

Replacing occurrences of text, Finding and replacing formatting.

1. 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.

1. Inserting graphics – 2 marks

Inserting a graphic, Inserting WordArt.

1. Inserting Table – 2 marks

Understanding tables – 2 marks

1. Mail merge – marks

The basic concept of merging documents, working with master documents, merging documents.

***Page 3 of 4***

1. **Spreadsheet package: (16 marks)**
2. Introduction to Spreadsheets – 2 marks

Getting started, The worksheet, saving the worksheet, closing a worksheet, exiting Excel.

1. Using formulas in Excel – 2 marks

Opening a worksheet, entering formula, copying formula, some more calculations using formula, concept of worksheets and workbook.

1. Understanding cell Referencing in Excel – 2 marks

Relative referencing, absolute referencing, mixed referencing.

1. Editing a Worksheet, Formatting and Printing a Worksheet – 4 marks

Formatting a worksheet, printing a worksheet.

1. Use of Simple Statistical Functions – 2 marks

Statistical functions, adjusting the worksheet size, Conditional function.

1. 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.

1. Working with graphs and Charts – 2 marks

Creating charts using ChartWizard, Sizing and moving charts, Updating charts, changing the chart type, previewing and printing

1. **Presentation package: (10 marks)**
2. 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.

1. Different Views of a Presentation – 2 marks

Opening an existing presentation, switching views.

1. Editing a Presentation – 2marks

Adding slides, deleting slides, Rearranging slides, changing the presentation design, changing slide layouts, Printing a presentation.

1. Adding Special Effects in a presentation – 4 marks

Inserting picture from files, Animating slides, Adding sound effects, setting slide timings, Rehearse timings, grouping and ungrouping pictures.

1. **Internet technology: (14 marks)**
2. 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)

1. Service on Internet – 4 marks

What is World Wide Web? HTTPS, Search Engines

1. 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.

1. **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.
2. **General intelligence & Reasoning :** It would include questions of both verbal and non-verbal type. This component may include question on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision marking, visual memory, discrimination, observation, relationship concept, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

***Page 3 of 4***