

**RASHTRIYA SANSKRIT SANSTHAN
(DEEMED UNIVERSITY)
Shree Sadashiva Campus, Puri (Odisha)**

**Selection Criteria and Scheme of Examination for the post of
Lower Division Clerk**

1. General

- 1.1 The examination will consist of written test and skill test (typing) on computer.
- 1.2 Only those candidates who obtain qualifying marks in the written test (to be determined by the sansthan) shall be eligible for appearing in the skill test.
- 1.3 The skill test/typing test will be qualifying in nature but merit list for selection will be drawn on the basis of marks secured in the written test.
- 1.4 Those who qualify skill test will be considered for inclusion in the merit list which shall be prepared on the basis of marks obtained in the written test.
- 1.5 In the event of tie in scores in written test, the following factors will be taken in order of preference in deciding the merit.
 - (a) Marks obtained in 12th examination.
 - (b) Marks/grade obtained in the 10th exam.

2. Scheme of the written test and syllabus:

2.1 Objective test: (200 Marks)

Duration : Three Hours

Section	Subjects	Questions	Marks
A	General Intelligence & Reasoning	50	50
B	English Language	50	50
C	Quantitative Aptitude	50	50
D	General Awareness	50	50
Total 200			

2.1 (A) Section (A):- General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and decoding, Other sub-topics, if any Numerical operations.

2.1 (B) Section (B):- English Language:

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Misspelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

2.1 (C) Section (C):- Quantitative Aptitude:

Arithmetic:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations. **Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart.

2.1 (D) Section (D):- 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 include questions relating to India, especially pertaining to History, Indian Culture, Sanskrit language and Literature, Traditional knowledge systems of India, Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

3. For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes.

4. LDC Skill Test/Computer Typing Test Syllabus Pattern

Skill test norms on Computer English typing @ 35 w.p.m. or Hindi typing @30 w.p.m. (time allowed 10 minutes) correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.).

5. The General Instruction as under:-

- 5.1 Candidates must write the papers/indicate the answers in their own hand.
- 5.2 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises / Venue for papers for which their use is not permitted.
- 5.3 If any candidate is found to possess any electronic gadgets unless permitted as in (2) in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the Sansthan's examination.
- 5.4 Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated.
- 5.5 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.