

**CENTRAL UNIVERSITY OF KARNATAKA**

**Notification No. 24/2019, Dated:04-09-2019**

**Syllabus for Post of Lower Division Clerk (LDC)**

**Lower Division Clerk (LDC):**

Standard of exam shall be 10+2

The written examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs) divided into parts I and II of 50 and 50 MCQs each.

Part	Subject	Maximum Marks	Duration
Part-I	General Knowledge, General English, Numerical Aptitude, General Intelligence & Reasoning	50	2 Hrs.
Part-II	Knowledge of Rules of Government of India & University Administration	50	
	<b>Total</b>	<b>100</b>	

**Part-I:**

**A) General Knowledge**

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

**B) General English**

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

1. Use of Prepositions
2. One Word substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g., Noun to Adjective, and the like
7. Question based on Comprehension of a given passage in English  
Synonyms and Antonyms

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**C) Numerical Ability**

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, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.,

**D. General Intelligence & Reasoning**

Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding–decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.

**Part-II:**

**Knowledge of Rules of Government of India& University Administration**

Questions in this component will be aimed at testing the candidate's knowledge and awareness of central civil services (CCS) rules and University Act. etc. The test will include questions relating to Personnel Administration including recruitment, training, promotion, pay scale and service matters; including seniority and leave rules etc.; Reservation and Concessions for SC, ST, OBC, PWD etc.; Right to Information Act 2005; General Financial Rules; Fundamental and Supplementary Rules & University Act, Deemed Universities etc.,

**Skill Test: Typing English/Hindi**