

CENTRAL UNIVERSITY OF KARNATAKA
Notification No. 24/2019, Dated:04-09-2019
Syllabus for Post of **UPPER DIVISION CLERK (UDC)**

UPPER DIVISION CLERK (UDC)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs) divided into the parts I and II of 40 and 60 MCQs each.

Part	Subject	Maximum Marks	Duration
Part I	General Knowledge, General English, Numerical Ability, General Intelligence & Reasoning	40	2 Hrs.
Part II	Knowledge of Rules of Government of India & University Administration	60	
Total		100	

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.

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.

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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: Microsoft Office and Internet