



UNIVERSITY OF KASHMIR

NAAC ACCREDITED GRADE A+
UNIVERSITY CAMPUS, HAZRATBAL, SRINAGAR 190006, KASHMIR.

Selection Criteria, Scheme and Syllabus

Lower Division Clerk ((LDC) Contractual) in Population Research Centre

It is notified for the information of all the candidates who had applied for the post of **Lower Division Clerk (Contractual)** advertised vide Advertisement Notice No's KU/PRC/Advt-2/2023 and KU/PRC/Advt-1/2024 dated: 22-09-2023 and 28-12-2024 respectively, that the Selection Criteria, Scheme and Syllabus, for the said posts shall be as under.

Scheme & Selection Criteria

Short listing /Selection Criteria	Maximum Marks
1. Objective Type written test (OMR based)	80 Marks
2. Computer Test (Practical/skill test)	20 Marks
Total Marks	100

Candidates shall be shortlisted for appearing in Computer Test (Practical/skill test) after taking score obtained in Objective based Test (OMR based), in the ratio of 1:5 of the posts advertised.

A) Scheme for Objective-Type Written Test (OMR based)

Number of objective type questions	80
Number of objective type questions from each unit	16
Marks allotted to each correct answer	01
Time allowed	90 minutes

B) Syllabus for Objective Type Written Test

1. General English

- Tenses
- Rearranging of Jumbled sentences
- Modals
- Articles
- Synonyms and Antonyms
- Use of Prepositions
- Punctuation
- Pairs of words
- Adjectives
- Subject-Verb Agreement



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2. General Knowledge and Awareness of Important Issues

- Important events in Indian History
- Political and Physical Divisions of India
- Forms of Govt. (World)
- Climate and Crops in India
- Capitals and Currencies (World)
- International Awards (Science, Literature, Sports)
- First in World (Adventure, Sports, Discoveries)
- Environmental Issues
- Ecosystem- components, Food Chains, Food Webs
- Vitamins and diseases related to Vitamin Deficiency
- Importance of Water in Life
- Sources of Energy (Conventional, Non-Conventional)
- Disaster Management

3. Current Affairs

- Current events of National and International Importance
- National Awards (Science, Literature and Sports)
- J&K UT-History, Economy, Geography, Heritage & Culture, Population
- Books and Authors (Current)
- International Organizations (UN, SAARC, ASEAN)
- New Economic Reforms in India
- Recent awards and recognitions (Padma Shree, Khel Ratna award etc.)
- International Awards (Science, Literature, Sports)

4. Mental Ability Test / Reasoning

- Number Series
- Letter Series
- Coding/ Decoding
- Direction Sense
- Blood Relations
- Mathematical Reasoning
- Speed, distance and Time
- Statements and Conclusions
- Logical Reasoning
- Odd Man Out



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5. Domain Knowledge

- Office Practice and Secretarial Duties
- JK Service Conduct Rules
- Leave Rules
- RTI Act
- Fundamentals of computer sciences
- Hardware & Software
- Input and output devices
- Operating system
- MS Word, MS Excel, MS Access and PowerPoint Presentation
- E-mail & Internet