

	TATA INSTITUTE OF SOCIAL SCIENCES V.N. Purav Marg, Deonar, Mumbai 400 088 (A Deemed to be University under Section 3 of the UGC Act, 1956)			
<u>LOWER DIVISION CLERK (LDC)</u>				
LEVEL – 2 (GROUP C)				
SYLLABUS				
WRITTEN & SKILL TEST				
(i)	General Awareness: General Knowledge about TISS. Questions will be designed to test the ability of the Current Affairs of the candidate's General Awareness of the environment and its relevance to the society. The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science, National/International Organizations/ Institutions, events etc.			
(ii)	Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.			
(iii)	Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.			
(iv)	Test of English Language: In addition to the testing of candidate's understanding of the English Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.			
(v)	The written tests may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and good communication skills etc, wherever applicable, noting and drafting, Disciplinary Proceedings, Knowledge etc, and/or skill tests, or any other Question related Job requirement like GFR, LEAVE RULES, SERVICE RULES ETC.,			
	Unseen passage, comprehension & letter writing: This test is meant for testing the ability of the candidate for applicability and correct usage of the language, where the candidates would be assessed through unseen passage both in Hindi and English Language, letter writing (Demi Official letters & official letter), situation test analysis etc.			
(vi)	Candidates should be able to draft Letters/ Notes Circular etc., Assessment of ability to communicate in English. General Awareness on understanding of UGC rules and various other Government Procedure & Norms			
(vii)	Skill Test Norms on Computer: Speed in English Typing @ 30 wpm & Proficiency in Computer Operations			
(viii)	Most of the Questions will be on Domain area.			

Procedures for recruitment to 'B' & 'C' non-teaching posts

GROUP 'B' & 'C'

Sr. No.	Mode of Assessment		Marks	Minimum Qualifying Marks	Weightage (%)
1	WRITTEN TEST	PAPER – I – Objective #	100	40	-
		PAPER – II – Descriptive	100	50	50.00%
	The Candidate to be called for Skill Test subsequent on qualify in Written Exam				
2	SKILL TEST	TYPING	50	25	50.00%

The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I.