NOTICE

SCHEME AND INSTRUCTIONS TO THE CANDIDATES FOR WRITTEN EXAMINATION FOR THE POST OF UDC TO BE HELD ON SATURDAY, 14TH DECEMBER 2019, 08.00 AM ONWARDS

With reference to Advt. No. PER/10/2019, the scheme for written examination for the post of Upper Division Clerk for the screened in candidates is detailed below:

Descriptive and objective type written examination.

<table>
<thead>
<tr>
<th>Mode of Examination</th>
<th>Scheme of Examination</th>
<th>Questions</th>
<th>Marks</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written</td>
<td>a) General Knowledge</td>
<td>25</td>
<td>25</td>
<td>2 Hrs.</td>
</tr>
<tr>
<td></td>
<td>b) Mathematics</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Office Procedure, Rules etc. (Central Govt.)</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>d) English</td>
<td>*12</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

(*Essay – 10 marks, Letter writing – 05 & Objective type – 10 marks)

The candidate scoring the highest marks in the written examination shall be selected.

Instructions to the candidates

1) The examination will be conducted in the Megdoot Hall of IITM.
2) Candidates are required to be present in the Megdoot Hall by 8 am to get their certificate verified.
3) Candidates are required to bring the call letter and photo ID with them.
4) Candidates are required to answer a total of 85 “objective type multiple choice” questions with four options and two descriptive questions in English Paper ie: 1) Essay and 2) Letter writing.
5) Candidates will be provided with part A and Part B answer sheets. Candidates are required to answer objective type questions in Part A and Essay and letter writing in Part –B.
6) Objective type question will carry one mark each and Essay will carry 10 marks and letter writing 5marks. Essay and letter writing is to be written in English only.
7) Duration of the examination is two hours.
8) Candidates are required to darken the correct options in the answer sheet-Part A provided to them. Circles should be darkened completely and properly.
9) Only Blue/Black pen is allowed for answering the questions.
10) Using of pencils are strictly prohibited
11) The answers once marked cannot be cancelled and hence candidates are required to be very cautious while answering the questions.
12) Candidates are not allowed to keep their belonging i.e. bag, mobile etc. with them during the examination.
13) Calculator is allowed for calculation.

(Ajit Prasad P.)
Administrative Officer

For Director