

No. A.12024/13/2024–MPSC(DR-II)
MIZORAM PUBLIC SERVICE COMMISSION
Mizoram New Capital Complex, Aizawl

Details of Vacant Posts

1. **Name of Post** : *Lower Division Clerk*
2. **No. of Posts** : *5 (Five)*
3. **Name of Department** : *Mizoram Public Service Commission*
4. **Classification** : *Group ‘C’ (Non-Gazetted)*
5. **Pay** : *Level 4 of the Pay Matrix*

6. **Eligibility Conditions** :

i) Educational Qualification:

- a) HSLC & Equivalent.
- b) Typing speed of 30 wpm.

ii) Age Limit:

A candidate must not be less than 18 years and not more than 37 years of age on the last date of application (the upper age limit is applicable till December, 2024 as per *the Government of Mizoram Gazette Notification vide No. A. 12018/31/2020-P&AR (GSW) dt.10.03.2023 and published in the Mizoram Gazette extra ordinary issue No. 134 dt.14.03.2023*). Further relaxation to the upper age limit will be as per Notification No.A-12011/1/2019-P&AR (GSW) dt.3.6.2019 (published in the Mizoram Gazette Extraordinary, Issue No. 375 dt.10.6.2019) as amended from time to time. For age proof documents, HSLC/HSSLC Certificates which clearly shows the candidate’s date of birth shall be accepted. In the absence of date of birth in such certificates, the relevant documents issued by the competent authority may be accepted.

iii) Mizo Language Proficiency:

A candidate must achieve a minimum score in the qualifying test of Mizo Language Proficiency as prescribed by the Government from time to time. However, a candidate who studied Mizo subject in Class-X standard HSLC) or above within Mizoram or who opted for Mizo subject as MIL outside Mizoram is exempted from taking the qualifying test paper [*reference: Notification No.A-11019/1/2021-P&AR(GSW) dt.09.04.2024 (published in the Mizoram Gazette Extraordinary, Issue No.247 Dt.10.04.2024)*].

iv) Computer Proficiency:

Computer Proficiency as prescribed by the Mizoram Group ‘A’, ‘B’ and ‘C’ posts Service/Recruitment (Amendment) Rules, 2023 notified vide No. A.12018/31/2020-P&AR (GSW) dated 10.03.2023. (Details can be seen on MPSC website).

Documentary support to proof all eligibility conditions should not be dated later than the last date for submission of application.

7. **Disqualification:**

- (i) Canvassing by a candidate directly or indirectly will disqualify his/her candidature.
- (ii) Particulars/Details to be mentioned in the application should be completely and correctly stated. Any application not specifying the required information of a concerned candidate shall be liable to be rejected.
- (iii) Any candidate who, on verification at any stage of the recruitment process, does not fulfil any of the eligibility conditions will be disqualified.

8. Expulsion of Candidate:

- (i) Where a candidate is found guilty of misconduct or malpractice or any offence he shall be expelled and shall not be allowed to continue the examination. In such cases the Centre Superintendent shall submit a report in the prescribed form (*Appendix – XII*) to the Controller, stating in full the facts and situation accompanied by the evidence against the candidate in a sealed cover.
- (ii) When a candidate is suspected of using unfair means during the Examination by the Centre Superintendent but lacking in proof of the candidate's misdeeds to warrant expulsion, the Centre Superintendent may allow him/her to continue the examination. However, the Centre Superintendent has to make a special report enclosing the answer book and any other incriminating documents, if any, in a sealed cover to the Controller, clearly indicating in red ink the portions wherein unfair means is suspected to have been practised.
- (iii) Any candidate threatening or intimidating any Invigilator will be expelled from the examination hall/room immediately and the matter will be reported to the Controller as well as the local police.
- (iv) In the event of any contingencies arising which may call for immediate action, action will be taken on the candidate under The Mizoram Prevention of Malpractices at Examination Act, 1990 and further action will also be taken under Code of Criminal Procedure, 1973.

9. Debarment:

Candidate(s) charged under Guidelines Para 29 (i) or (ii) or (iii) and found guilty may be debarred from appearing in any examinations/recruitment conducted by the Mizoram Public Service Commission. The Commission will maintain a record of this and the same shall be sent to Union Public Service Commission as well as other State Public Service Commissions. Candidate(s) debarred by the Union Public Service Commission and other State Public Service Commissions shall automatically be debarred by the Mizoram Public Service Commission.

10. Government servants will have to apply through proper channel i.e, Appointing Authority.
11. **Syllabus:** As mentioned in the Schedule-III of the Mizoram Ministerial Service (Competitive Examination) Regulations, 2023 and the same is attached in Annexure and is available for download on the Commission's official website <https://mpsc.mizoram.gov.in/page/syllabus-ng>
12. Applications not submitted will not be entertained even if payment for application is made, therefore, applicant must verify if his/her application is actually submitted after payment is done.
13. Any other pertinent information regarding this advertisement will be published on the Commission's official website.

In case of queries/clarification regarding their applications, candidature, etc. candidates may contact MPSC's Helpline No. 0389-3596493 on working days between 10:00 AM and 3:00 PM.

**SYLLABUS FOR COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO
THE POSTS OF LOWER DIVISION CLERK UNDER MIZORAM PUBLIC SERVICE
COMMISSION VIS-A-VIS**

ADVERTISEMENT (GROUP 'B' NON-GAZETTED) NO.08 OF 2024-2025

| Paper | Subject | Marks | Duration |
|-----------------|---|--------------|---|
| Paper-I | PART A | | 3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities |
| | General Knowledge(50 questions) | 100 | |
| | General English (25 questions) | 50 | |
| | PART B | | |
| | Essay writing | 20 | |
| | English Comprehension | 30 | |
| | Total | 200 | |
| Paper-II | Computer Knowledge (50 questions – see schedule IV) | 100 | 3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities |
| | Simple Arithmetic (25 questions) | 50 | |
| | General Intelligence & Reasoning (25 questions) | 50 | |
| | Total | 200 | |
| | Grand Total | 400 | |

Notes:

- 1) For recruitment to Lower Division Clerk Grade, the order of test/examination shall be typing test written examination, skill test and personal interview.
- 2) Questions shall be set and answered in English only and of multiple choice questions pattern only except in Part B of Paper I, each question will carry two marks. The candidates shall be given probable answers atleast four wherein the candidate has to choose one correct answer for every objective type question.
- 3) Questions in Computer Knowledge appeared in Paper II shall be set from Courses specified in schedule IV of these regulations
- 4) Questions will be set in tune with the level of educational qualifications prescribed in the service rules.
- 5) A brief description of the syllabus for direct recruitment to Lower Division Clerk Grade is as follows:

Paper-I

General Knowledge: Questions will be designed to test the candidate's knowledge of current events and of such matters of everyday observation and experience as maybe expected of an educated person. The test will also include questions relating to Indian history and culture, Indian polity including the Constitution of India, geography, economy and general science. Questions on Mizo history and culture will also form part of the syllabus.

General English: Questions will be designed to test the candidates understanding and knowledge of English language, vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be questions on comprehension of a passage also.

English Comprehension: There will be questions on comprehension of passages also to test the vocabulary, grammar, logical thought ability and overall grasp of the candidates over English language.

Paper-II

Simple Arithmetic: Number system, simplification, roots, averages, discounts, percentages, profit & loss, ratio and proportion, partnership, chain rule, time & work, time & distance, simple & compound interest, mensuration, permutations & combinations, heights & distances, line graphs, bar graphs, pie charts and tabulation.

Basic Computer knowledge: Questions in Basic Computer Knowledge shall be set from Courses specified in Schedule IV of these regulations.

(B) Typing Test-

- 1) Typing test as prescribed in schedule III of the service rules for direct recruitment to the Lower Division Clerk Grade shall be held before conduct of written examination, skill test and personal interview.
- 2) Typing Test shall be held in a computer laboratory and shall be qualifying nature only.
- 3) Marks shall not be awarded for typing test. All candidates who secure a qualifying speed of minimum 30 words per minute shall be recorded only as FIT for written examination and below as UNFIT.
- 4) Candidate who fails to meet the required number of words in the typing test shall not be eligible to appear in the written examination.

(C) Skill test-

- 1) Skill test shall be held in a computer laboratory after written examination. The specific skills to be tested, the weightage to be given to the respective skills, the minimum qualifying marks and the duration of tests for each skills for direct recruitment to Lower Division Clerk Grade shall be as follows:-

| Sl. No. | Name of skills to be tested | No. of questions | Max. Marks | Duration |
|---------|---------------------------------|------------------|------------|------------|
| 1 | Skills in Microsoft Word | 3 | 30 | 30 minutes |
| 2 | Skills in Microsof Excel | 3 | 30 | 30 minutes |
| 3 | Skills in Microsoft Power Point | 3 | 30 | 30 minutes |

- 2) Questions shall be set to assess the skills of the candidate as to the usage of multiple features of the above applications. Questions in the skills tests shall not be theoretical in nature since the very objective of skills test is to assess the skills of the candidate to handle the above applications for day to day office usage.
- 3) Skill Test shall not be in the form of examination but practical test. Candidates must obtain minimum 36 marks across the skills prescribed in these regulations to qualify in the Skills Test.
- 4) Skills Test shall be qualifying nature only and any marks whatsoever obtained by the candidates in these tests shall not be added to determine the final order of merit. Any candidate who fails to obtain qualifying marks prescribed in the skill test shall not be eligible to appear for personal interview.
- 5) Skills Test shall be conducted by the Departmental Promotion Committee after the conduct of written examination.
- 6) Skills Test in computer proficiency need not be conducted for direct recruitment to Upper Division Clerk Grade and Assistant Grade.

SYLLABUS ON COMPUTER PROFICIENCY (COMPUTER KNOWLEDGE) FOR LOWER DIVISION CLERK GRADE

I. FUNDAMENTALS OF COMPUTER (TOTAL- 20 MARKS)

A. *Introduction – 2 marks*

What is a Computer (Analog Computers, Digital Computers), Characteristics of Computers, The Evolution of Computers, Computer Generations [First Generation (1942-1955), Second Generation (1955-1964), Third Generation (1964-1975), Fourth Generation (1975-1989), Fifth Generation (1989-Present)]

B. *Basic Computer Organization - 2 marks*

Input Unit, Output Unit, Storage Unit, Arithmetic Logic Unit, Control Unit, Central Processing Unit, the System Concept

C. *Processor and Memory - 4 marks*

Central Processing Unit (Control Unit, Arithmetic Logic Unit, Instruction Set, Registers, Processor Speed, Types of Processors), Main Memory (Storage Evaluation Criteria, Main Memory Organization, Main Memory Capacity, Types of Memory Chips, Cache Memory)

D. *Secondary Storage Devices - 2 marks*

Sequential and Direct-Access Devices, Magnetic Tapes, Magnetic Disks, Optical Disks, Memory Storage Devices, Data Backup, On-line, Near-line, and Off-line Storage, Hierarchical Storage System (HSS), Flash memory

E. *Input-output Devices - 2 marks*

Input Devices (Keyboard Devices, Point-and-Draw Devices, Data Scanning Devices, Digitizer, Electronic-card Reader, Speech Recognition Devices, Vision-Input System), Output Devices (Monitors, Printers, Plotters, Screen Image Projector, Voice Response Systems)

F. *Computer Software - 4 marks*

What is Software, Relationship between Hardware and Software, Types of Software (System Software, Application Software).

G. *Classification of Computers - 2 marks*

Notebook Computers (Laptops), Personal Computers (PCs), Workstations, Mainframe Systems, Supercomputers, Client and Server Computers, Handheld Computers (Tablet PC, PDA/Pocket PC, Smartphone)

H. *Information Technology and Society - 2 marks*

Indian Information Technology (IT) Act, The Information Technology (Amendment Bill), Intellectual Property Rights (IPR) Issues, Information Technology Applications in Air Lines and Railway Ticket Reservation, Computer in Banks, Inventory Control, Financial System, Hotel Management, Computers in Education, Video Games, Telephone Exchanges, Mobile Phones, Information Kiosks, Special Effects in Movies.

II. OPERATING SYSTEMS (TOTAL -16 MARKS)

- A. *Introduction - 2 marks*
- What is an Operating System?
- Main Functions of an Operating System
- B. *Microsoft Windows 7 & above - 2 marks*
An Overview of Different Versions of Windows, Main Features of Windows Operating System
- C. *Basic elements of opening screen of windows 7 & above - 2 marks*
The Desktop, Icons and their Types, the Taskbar, Elements of a Window
- D. *File management in windows 7 & above - 4 marks*
File, Folder, Folder Tree, Selecting Files and Folders, Creating Files and Folders, Naming and Renaming Files and Folders
- E. *Windows Start Menu - 2 marks*
All Programs, My Recent Documents, Control Panel, Printers and Faxes, Help and Support, Search, Run, Log Off, Turn off Computer
- F. *Windows Shortcuts - 2 marks*
Creating a Shortcut, Renaming a Shortcut, Deleting a Shortcut
- G. *Essentials Windows Accessories - 2 marks*
System Tools, Entertainment, Calculator, Notepad, Paint, WordPad

III. OFFICE AUTOMATION SOFTWARE (TOTAL – 64 MARKS)

(Based on MS Office)

- A. **Word Processing (24 marks)**
- a) *An Introduction - 2 marks*
Introduction, The Word Screen, Creating documents, editing documents, Printing documents, Quitting documents.
- b) *Formatting a Document - 6 marks*
Text style, Changing the font type and size, Alignment of text, Formatting paragraphs with line of paragraphs with line of paragraph spacing, Adding headers, footers and page numbers.
- c) *Using AutoCorrect - 2 marks*
Introduction to AutoCorrect, Using AutoCorrect.
- d) *Proofing a Document with Spell and Grammar Check - 2 marks*
Spell and grammar check the entire document, Readability statistics, using the thesaurus, using word count.
- e) *Finding and Replacing Text - 2 marks*
Replacing occurrences of text, Finding and replacing formatting.
- f) *Improving the Look of a Document - 4 marks*
Adding borders and shading, Bullets and numbering, page setting, Format painter, Inserting symbols, Using superscript and subscript.
- g) *Inserting Graphics - 2 marks*
Inserting a graphic, Inserting WordArt.
- h) *Inserting Table - 2 marks*
Understanding tables, Table Auto Format.
- i) *Mail Merge - 2 marks*
The basic concept of merging documents, working with master documents, Merging documents.

B. Spreadsheet package: (16 marks)

- a) *Introduction to Spreadsheets - 2 marks*
Getting Started, The worksheet, saving the worksheet, closing a worksheet, exiting Excel.
- b) *Using Formulas in Excel – 2 marks*
Opening a worksheet, entering formula, copying formula, some more calculations using formula, concept of worksheets and workbook.
- c) *Understanding Cell Referencing in Excel - 2 marks*
Relative referencing, absolute referencing, Mixed referencing.
- d) *Editing a Worksheet, Formatting and Printing a Worksheet - 4 marks*
Formatting a worksheet, printing a worksheet.
- e) *Use of Simple Statistical Functions - 2 marks*
Statistical functions, adjusting the worksheet size, Conditional function.
- f) *What-if Analysis and Data Tables in Excel - 2 marks*
What-if analysis, Data tables, creating a one-variable data table, creating a two-variable data table.
- g) *Working with Graphs and Charts - 2 marks*
Creating charts using ChartWizard, Sizing and moving charts, Updating charts, changing the chart type, previewing and printing charts.

C. Presentation package: (10 marks)

- a) *Introduction to PowerPoint - 2 marks*
An introduction to presentation graphics, Basic elements of a slide, Different types of slide layouts, Getting stated, creating a presentation.
- b) *Different Views of a Presentation - 2 marks*
Opening an existing presentation, switching views.
- c) *Editing a Presentation - 2 marks*
Adding slides, Deleting slides, Rearranging slides, changing the presentation design, changing slide layouts, Printing a presentation.
- d) *Adding Special Effects in a presentation - 4 marks*
Inserting pictures from files, Animating slides, Adding sound effects, setting slide timings, Rehearse timings, grouping and ungrouping pictures.

D. Internet technology: (14 marks)

- a) *Introduction to Internet - 4 marks*
What is Internet? Growth and Owners of the Internet, Anatomy of Internet, History of World Wide Web, Basic Internet Terminologies, Netiquette, Internet Applications, Commerce on the Internet, Governance on the Internet, Impact of Internet on Society, Crime on/through the Internet (Cyber Crime, Reasons for Cyber Crime, Mode and Manner of Committing Cyber Crime, Prevention of Cyber Crime)
- b) *Services on Internet - 4 marks*
What is World Wide Web? HTTPS, Search Engines
- c) *Electronic Mail - 6 marks*
E-mail Networks and Servers, E-mail Protocols, Structure of an E-mail, E-mail Contents and Encoding, E-mail Routing, E-mail Clients, E-mail Encryption, Address Book, Signature File.

SYLLABUS FO MIZO LANGUAGE PROICIENCY TEST (QUALIFYING TEST)

Duration : 2 hours
Full mark : 50
Qualifying marks/Pass mark : 20

1. **Essay writing** : 10 marks
(Candidate will choose one topic from three given topics with word limit of not less than 200 words)
 2. **Letter writing** : 10 marks
 3. **Comprehension** : 10 marks
(Question will be set in Middle School Standard)
 4. **Poetry** : 10 marks
(Object Type and short answer type questions will be set in Middle School Standard. Marks for each question will range from 1 to 3 marks)
 5. **Grammar** : 5 marks
(Question will be set in Middle School /standard)
- Mizo Thufing ad Ṭawng Upa : 5 marks
(Question will be set in Middle School standard)

Note 1: A Candidate who studied Mizo subject in Class-X standard (HSLC) or above within Mizoram or who opted for Mizo subject as MIL outside Mizoram is exempted from taking the qualifying test paper.

Note 2: Questions and answers shall be written in Mizo only. Answers written partly in one language and partly in another language shall not be evaluated and awarded to zero marks.