

ANNEXURE-A

SCHEME OF EXAMINATION FOR VARIOUS POSTS UNDER LDCE

SSO/MANAGER GR-II/OFFICE SUPDT.					
Paper	Subject	No. of questions & Total Marks	Date	Duration & Time	Reporting Time
I	ESI Act, Local Office/ Accounts/ Medical/ Recovery Manual, Drafting & Office Procedure. (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	09 June,2018	2 Hours 10.00 AM to 12.00 Noon	09.00 AM
II	FR/SR/GFR/Pension/Conduct Rules & Book Keeping (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	09 June,2018	2 Hours 02.00 PM to 04.00 PM	01.00 PM
III	Administrative Law & Principles of Management. (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	10 June,2018	2 Hours 10.00 AM to 12.00 Noon	09.00 AM
IV	Computer Skill Test Part-A: Preparation of two Power Points Presentations/Slides on MS Power Point. Part-B: Typing letter/ passage/ paragraph of about 150-200 words in MS Word. Part-C: Preparation of Table/ Database in MS-Excel.	50 Marks	10 June,2018	30 Minutes 02.00 PM to 02.30 PM	01.00 PM

ASSISTANT					
Paper	Subject	No. of questions & Total Marks	Date	Duration & Time	Reporting Time
I	English Language (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	09 June,2018	2 Hours 10.00 AM to 12.00 Noon	09.00 AM
II	ESI Scheme & Office Procedure (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	09 June,2018	2 Hours 01.00 PM to 03.00 PM	12.30 PM
III	Arithmetic, Mathematical ability, Gen. Mental ability & Gen. Knowledge (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	09 June,2018	2 Hours 04.00 PM to 06.00 PM	03.30 PM

UPPER DIVISION CLERK					
Paper	Subject	No. of questions & Total Marks	Date	Duration & Time	Reporting Time
I	English Language (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	09 June,2018	2 Hours 10.00 AM to 12.00 Noon	09.00 AM
II	ESI Scheme & Office Procedure (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks	09 June,2018	1 Hours & 30 Minutes 02.00 PM to 03.30 PM	01.30 PM
III	Arithmetic (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	50 Questions 50 Marks	09 June,2018	1 Hours 04.30 PM to 05.30 PM	04.00 PM

LOWER DIVISION CLERK					
Paper	Subject	No. of questions & Total Marks	Date	Duration & Time	Reporting Time
I	English, Arithmetic, General Awareness & ESI Scheme (Medium : English/Hindi) (Objective Type Questions with multiple choice answer)	100 Questions 100 Marks (English-25 Marks, Arithmetic- 25 Marks, Gen. Awareness- 40 Marks, ESI Scheme-10 Marks)	09 June,2018	2 Hours 10.00 AM to 12.00 PM	09.00 AM
II	Computer Skill Test (Medium : English/Hindi)	50 Marks	10 June,2018	30 minutes 03.30 PM to 04.00 PM	3.00 PM