

Test type: Written Exam (Multiple Choice Question)

Test Period: 2 Hours

Total Marks: 100

Syllabus for the post of Upper Division Clerk

Subject	Topic	Weightage
General English / General Hindi	English: Reading Comprehension, Vocabulary, Synonyms & Antonyms, One-word Substitution, Error Detection, Sentence Improvement, Grammar, Official Correspondence, Office Communication, Idioms & Phrases. OR हिन्दी: गद्यांश, पर्यायवाची, विलोम, तत्सम-तद्भव, मुहावरे एवं लोकोक्तियाँ, शुद्ध-अशुद्ध वाक्य, संधि, समास, वाक्य के लिए एक शब्द, राजभाषा एवं कार्यालयीन हिन्दी।	20 Questions × 1 Mark = 20 Marks
General Knowledge & Current Affairs	Indian Constitution, Indian Polity, History, Geography, Economy, General Science, Government Schemes, National & International Current Affairs, Awards, Sports, Important Organizations, Basic Knowledge of Ministry of Ayush and Government of India.	10 Questions × 1 Mark = 10 Marks
General Administration & Office Procedure	Office Procedure, Noting & Drafting, Office Memorandum, Office Orders, File Management, Record Management, e-Office, Central Secretariat Manual of Office Procedure (CSMOP), Official Correspondence, Record Retention, Office Etiquette, Public Grievance Handling, RTI Act, 2005.	15 Questions × 1 Mark = 15 Marks
Central Government Rules & Establishment Matters	General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), Fundamental Rules (FR) & Supplementary Rules (SR), CCS (Leave) Rules, CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Joining Time) Rules, CCS (Pension) Rules, National Pension System (NPS), TA Rules, LTC Rules, Medical Attendance Rules, Service Book, Leave Accounts, Establishment Matters, Procurement through GeM, Vigilance, Government Accounting Basics.	15 Questions × 1 Mark = 15 Marks
Computer Proficiency	Computer Fundamentals, Windows Operating System, MS Word, MS Excel, MS PowerPoint, Internet & E-mail, PDF Management, Digital Signatures, e-Office, Government e-Procurement (GeM), Cyber Security, Information Technology Act, Digital India Initiatives.	20 Questions × 1 Mark = 20 Marks
Quantitative Aptitude & Logical Reasoning	Number System, Percentage, Ratio & Proportion, Average, Profit & Loss, Time & Work, Data Interpretation, Logical Reasoning, Coding-Decoding, Series, Analogy, Classification, Analytical Reasoning.	20 Questions × 1 Mark = 20