

## Notification for Recruitment 2017 for LDC and UDC Vacancy

Important Events	DATES
RELEASE OF NOTIFICATION	06/09/2017
Commencement of on-line registration of application	08/09/2017
Closure of registration of application	20/10/2017
Online Fee Payment	12/09/2017-20/10/2017
Online Application Fees*	121/-

\*Application Fees is non-refundable

### A. ELIGIBILITY CRITERIA

Candidates, intending to apply for LDC and UDC should ensure that they fulfill the minimum eligibility criteria specified in this advertisement:

#### I. Nationality / Citizenship:

A candidate must be either –

- (i) a Citizen of India or
- (ii) a subject of Nepal or
- (iii) a subject of Bhutan

#### II. Educational Qualifications (As on 05.09.2017):

**Lower Divisional Clerk:** Candidates must have passed 12th Standard or equivalent examination from a recognized Board or University.

**Upper Divisional Clerk :** A Degree (Graduation) in any discipline from a University recognised by the Govt. Of India or any equivalent qualification recognized as such by the Central Government.

**Calculation of Percentage:** The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours / optional / additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.

Sr. No.	Position	Qualification	Age	Payscale
1	Lower Divisional Clerk	Candidate should have passed class XII or intermediate exam or equivalent from a state or central recognized institute.	18-35	19500-800/35000
2	Upper Divisional Clerk	Graduation	18-42	28500-900/45000

### B. ONLINE EXAMINATIONS Apply at [www.bharatgraminyojana.com](http://www.bharatgraminyojana.com)

#### I. The structure for Lower Divisional Clerk which will be conducted online are as follows:

Sr. No.	Name of Tests	No. of Questions	Maximum Marks	Medium of Exam	Duration
1	English Language	30	30	English	Composite time of 1 hour
2	Quantitative Aptitude	35	35	English and Hindi	
3	Reasoning Ability	35	35	English and Hindi	
	Total	100	100		

Candidates have to qualify in each of the three tests by securing minimum cut-off marks overall.

**II. The structure for Upper Divisional Clerk which will be conducted online are as follows:**

Sr. No.	Name of Tests (NOT BY SEQUENCE)	No. of Questions	Maximum Marks	Medium of Exam	Time allotted for each test (Separately timed)
1	Reasoning ability	40	40	English & Hindi	50 minutes
2	General Awareness	20	20	English & Hindi	20 minutes
3	English Language	20	20	English	20 minutes
4	Quantitative Aptitude	40	40	English & Hindi	50 minutes
	<b>TOTAL::::</b>	<b>120</b>	<b>120</b>		<b>2 hours 20 minutes</b>

We reserves the right to modify the structure of the examination which will be intimated through the website.

**III. Penalty for Wrong Answers (Applicable to both – Lower and Upper Divisional Clerk Exam)**

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

**IV. Examination Centres**

- (i) The examination will be conducted online in venues across many centres in India.
- (ii) No request for change of centre for Examination shall be entertained.
- (iii) BGY, however, reserves the right to cancel any of the Examination anytime at its discretion, depending upon the response, administrative feasibility, etc

**Scores**

- The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.
- Scores up to two decimal points shall be taken for the purpose of calculations

**Cut-off Score (Online Examination)**

Each candidate will be required to obtain a minimum score in each test of Online examination and also a minimum total score to be considered to be shortlisted for interview. Depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted for interview.

**C. IDENTITY VERIFICATION**

**(i) DOCUMENTS TO BE PRODUCED**

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar card with a photograph/ Employee

ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination/ interview.**

**In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.**

**(ii) BIOMETRIC DATA – Capturing and Verification**

It has been decided to capture and verify the biometric data (right thumb impression or otherwise).

Please note: The biometric data and photograph will be captured / verified on the following occasions – (i) Before the start of the examination it will be captured

- (ii) At the end of examination before leaving the exam hall / lab
- (iii) At the time of document verification before the interview if shortlisted
- (iv) At the time of joining if provisionally allotted

Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

**Refusal to participate in the process of biometric data capturing / verification on any of the above mentioned occasions may lead to cancellation of candidature.**

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.

**D. INDICATIVE SYLLABUS:**

**Lower Divisional Clerk of the Examination:**

**Section 1: General English:** Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

**Section 2: Numerical Ability :** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals ,fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons , Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

**Section 3: Reasoning Ability :** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern –folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

**Upper Divisional Clerk of the Examination :**

**Section 1: General Awareness:** Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

**Section 2: General English:** Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

**Section 3: Reasoning ability:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern –folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

**Section 3: Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals ,fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons , Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

**ANNEXURE II EXAMINATION CENTRES – (Tentative List)**

The examination may be held at the following centres mapping to the provided address will be advised in the call letters.

<b>State Code</b>	<b>State /UT / NCR</b>	<b>Exam Centre – for both posts</b>
11	Andaman & Nicobar	Port Blair
12	Andhra Pradesh	Chirala, Chittoor, Guntur, Kakinada , Kurnool, Nellore, Ongole, Puttur, Rajahmundry, Srikakulam, Tirupati, Vijaywada, Vishakhapatnam, Vizianagaram
13	Arunachal Pradesh	Itanagar, Naharlagun
14	Assam	Dibrugarh, Guwahati, Jorhat, Kokrajhar, Silchar, Tezpur
15	Bihar	Arrah, Aurangabad, Bhagalpur, Bihar Sharif, Darbhanga, Gaya, Hajipur, Muzzafarpur, Patna, Purnea, Samastipur, Siwan
16	Chandigarh	Chandigarh
17	Chhattisgarh	Bhilai, Bilaspur, Raipur
18	Dadra & Nagar Haveli	Surat, Jamnagar
19	Daman & Diu	
20	Delhi	Bahadurgarh, Delhi, Faridabad, Ghaziabad, Greater Noida, Gurgaon
21	Goa	Panaji, Verna
22	Gujarat	Ahmedabad, Anand, Gandhinagar, Himatnagar, Jamnagar, Mehsana, Rajkot, Surat, Vadodara
23	Haryana	Ambala, Hissar, Karnal, Kurukshetra, Palwal, Panipat, Sonipat, Yamuna Nagar
24	Himachal Pradesh	Baddi, Bilaspur, Dharamshala, Hamirpur, Kangra, Kullu, Mandi, Shimla, Sirmour, Solan, Una
25	Jammu & Kashmir	Jammu, Kathua, Samba, Srinagar
26	Jharkhand	Bokaro, Dhanbad, Hazaribagh, Jamshedpur, Ranchi
27	Karnataka	Belgaum, Bengaluru, Bidar, Gulbarga, Hubli, Mangalore, Mysore, Shimoga, Udupi
28	Kerala	Alappuzha, Kannur, Kochi, Kollam, Kottayam, Kozhikode, Malappuram, Palakkad, Thiruvananthapuram, Thrichur
29	Lakshadweep	Kavarrati
30	Madhya Pradesh	Bhopal, Gwalior, Indore, Jabalpur, Sagar, Satna, Ujjain
31	Maharashtra	Amaravati, Aurangabad, Chandrapur, Dhule, Jalgaon, Kolhapur, Latur, Mumbai/Thane/Navi Mumbai, Nagpur, Nanded, Nasik, Pune, Ratnagiri, Sangli, Satara
32	Manipur	Imphal
33	Meghalaya	Ri-Bhoi, Shillong
34	Mizoram	Aizawl
35	Nagaland	Kohima
36	Odisha	Angul, Balasore, Bargarh, Baripada, Berhampur(Ganjam), Bhubaneshwar, Cuttack, Dhenkanal, Jharsuguda, Rourkela, Sambalpur
37	Puducherry	Puducherry
38	Punjab	Amritsar, Bhatinda, Fategarh Sahib , Jalandhar, Ludhiana, Mohali, Pathankot, Patiala, Phagwara, Sangrur
39	Rajasthan	Ajmer, Alwar, Bhilwara, Bikaner, Jaipur, Jodhpur, Kota, Sikar, Udaipur
40	Sikkim	Gangtok

41	Tamil Nadu	Chennai, Coimbatore, Dindigul, Krishnagiri, Madurai, Nagercoil, Namakkal, Perambalur, Salem, Thanjavur, Thiruchirapalli, Thoothukodi, Tirunelveli, Vellore
42	Telangana	Hyderabad, Karimnagar, Khammam, Warangal
43	Tripura	Agartala
44	Uttar Pradesh	Agra, Aligarh, Allahabad, Bareilly, Bulandshaher, Gorakhpur, Jhansi, Kanpur, Lucknow, Mathura, Meerut, Moradabad, Muzaffarnagar, Unnao, Varanasi
45	Uttarakhand	Dehradun, Haldwani, Haridwar, Roorkee
46	West Bengal	Asansol, Bardhaman, Berhampur, Durgapur, Greater Kolkata, Hooghly, Howrah, Kalyani, Kolkata, Siliguri