No. NCDIR/RECR/ADMIN/03/2023 (E.Office No. 166417)   Date: 10.05.2024

सूचना / NOTICE

With reference to the advertisement No. 2/2023 dated 28-11-2023, the scheme and syllabus for the post of Lower Division Clerk and Upper Division Clerk are Annexed.

This issues with the approval of Director.

RAMES HA N M
Digitally signed by RAMESHA N M
Date: 2024.05.10 18:41:00 +05'30'

(Ramesha N M)
Administrative Officer
ICMR – NCDIR, Bengaluru

राष्ट्रीय रोग सूचना विज्ञान और अनुसंधान केंद्र
भारतीय चिकित्सा अनुसंधान परिषद, बेंगलुरु

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
Indian Council of Medical Research, Bengaluru

ONLINE COMPUTER BASED TEST (CBT)
Duration of Test: 90 minutes
TOTAL MARKS : 100
Negative mark : 0.25 for each wrong answer
Syllabus for the post of Lower Division Clerk and Upper Division Clerk

Syllabus consists of MCQ Type questions of	Topic	No of questions	Marks	Remarks
Section-A General English	Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, spotting error in sentences, Grammar – Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of "A", "AN" and "THE", Idioms and Phrases.	20	20	Total duration will be 90 minutes)
Section-B General Knowledge (including Current Affairs)	Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Science and Scientific Research, Awards, Sports, National and International Organizations/Institutions, Current Affairs – India & World.	20	20	One mark shall be awarded for each correct answer.
Section-C General Intelligence and Reasoning	Analogies – Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relation concepts, visual memory, discrimination, observation, relationship, concepts, Arithmetic number series, Semantic series, Number series, Coding and Decoding – small & Capital Letters/numbers coding, decoding and classification.	20	20	There will be a negative marking, for every wrong answer, 0.25 marks will be deducted from the total marks.
Section-D Computer Aptitude	Characteristics of Computer, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software - Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power Point), Information Technology Act, Digital Signatures, Application of Information Technology in Government for E-Governance, mobile/Smartphone's Information Kiosks.	20	20	
Section-E Quantitative Aptitude (Maths)	Number System, Decimals, fractions, LCM, HCF, Ratio and Proportions, Percentage, Average, Profit and Loss, Simple & Compound Interest, Time and work, Time and distance, Menstruation (2D and 3 D), Algebra, Data interpretation, Table & Graphs etc.	20	20	
	Total	**100**	**100**	

Note: The scheme for examination will be same for all the above said posts. However, difficulty level of the examination will be accordance to the essential educational qualifications.