GOVERNMENT OF MIZORAM
DIRECTORATE OF TRANSPORT
MIZORAM : AIZAWL

G20

ADVERTISEMENT NO.1 OF 2024-2025

A hnuaia tarlan ang hian Transport Department hnuaia thawk tur Lower Division Clerk (Provisional Employee) lak a ni dawn a, dil duh leh dil theite chuan a hnuaia tar lan ang hian hun tiam chhungin Directorate of Transport-ah dilna theh luh tur a ni.

1	Hna Hming	Lower Division Clerk(L.D.C), Group C Post, Provisional Employee (P.E)
2	Hna ruak zat	3 (Pathum)
3	Hlawh bi	16,920/- (Monthly Renumeration plus Annual increment)
4	Kum bi thliah	Kum 18 – 37 (General candidate-te tan) Kum 18 – 42 (ST/SC candidate-te tan) Kum 18 – 40 {General candidate, State sawrkar hnuaia a zawna kum 3(thum) lo thawk tawh (CSS, Work Charged, Contract, MR/Adhoc/Officiating)-te tan} Kum 18 – 45 { ST/SC candidate, State sawrkar hnuaia a zawna kum 3(thum) lo thawk tawh (CSS, Work Charged, Contract, MR/Adhoc/Officiating)-te tan}
5	Thiamna ngaite	1) Higher Secondary School Leaving Certificate chin chung lam sawrkar hriatpui zirna in atanga nei. 2) Diploma in Computer Application/Certificate in Computer Application, All India Council for Technical Education(AICTE)/ Mizoram State Council for Technical Education (MSCTE)-in a pawmpui zirna in atanga nei. 3) Minute 1(khat) chhunga thu mal(word) 30(sawm thum) type thei. 4) Hnathawhna atana Mizo tawng, a hniam berah Middle School Standard chin tal thiamna nei.
6	Application Fee	1) Rs.150 for ST/SC/OBC category 2) Rs.200 for General Category
7	Application Form	1) Dil theih hun chhung hi *17ᵗʰ July, 2024* thleng a ni ang a. Hemi hun chhung hian Dilna form, Syllabus leh inkaihhruaina te hi Directorate of Transport, Tuikual, Aizawlah Office hun chhungin lam theih a ni ang. Hei bakah hian Mizoram Transport Department Website https://transport.mizoram.gov.in/ - ah pawh download theih a ni bawk ang. 2) Dilna form hi fill up vek hnuah Establishment Section, Directorate of Transport-ah Office hun chhunga theh luh theih a ni ang.
8	Others	1) Exam thei lo list (Invalid/Rejected list) hi *31ˢᵗ July, 2024*-ah Department website leh Notice Board, Directorate of Transport-ah tar chhuah a ni ang. 2) Typing test leh Exam hun tur chu Department website-ah leh Notice Board, Directorate of Transport-ah ngaihven tur a ni ang. 3) Sawrkar hna thawk mek tan Proper channel-a dil tur a ni.

24/6.

(R.LALRAMMAWIA)
Director,
Transport Department
Mizoram, Aizawl

APPLICATION FORM FOR RECRUITMENT TO THE POST OF
LDC ON PROVISIONAL EMPLOYEE BASIS
UNDER TRANSPORT DEPARTMENT

Passport size
photo
to be
fixed

1) Name of Service/Post : _____

2) Name of Department : _____

3) Name of Candidate
(in capital letters only) : _____

4) Father's/Mother's Name : _____

5) Permanent address : _____
_____
_____

6) (a)Address for correspondence : _____
_____
_____

    (b)Phone Number : _____

7) Date of birth *(attach self-attested*
Photocopy of Birth Certificate or HSLC or
Aadhaar) : _____

8) Sex (Male & Female) : _____

9) Community i.e.SC/ST/OBC*(attach self-*
attested Photocopy of the supporting document) : _____

10) Educational and other qualifications as
prescribed in the advertisement *(attach self-*
attested Photocopy of the supporting
document) :
1._____
2._____
3._____

11) Experience, if any*(attach self-attested*
Photocopy of the supporting document) : _____

12) Whether the candidate possessed working
knowledge of Mizo language at least
Middle School Standard? : YES/NO

13) Indicate the list of self-attested documents enclosed with the application (i.e. Educational Certificate, ST Certificate, Birth Certificate)

     :

1. _____
2. _____
3. _____
4. _____
5. _____

14) Whether or not the candidate is a person with benchmark disability as defined under section 2 (r) of RPwD Act, 2016?

     :   YES/NO

DECLARATION

I hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is proved false/not true, i will have to face the punishment as per the law. Also, all the benefits availed by me shall be summarily withdrawn.

Place   :   _____

Date   :   _____

(Signature of the Candidate)

SYLLABUS FOR RECRUITMENT TO THE POST OF
LDC UNDER TRANSPORT DEPARTMENT

Paper	Subject	Marks	Duration
Paper-I	PART A		3 hours with compensatory time of 20 minutes per hourfor 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)	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:
   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.

A BRIEF DESCRIPTION OF THE LDC SYLLABUS
FOR DIRECT RECRUITMENT TO GROUP 'C'

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.

SYLLABUS ON COMPUTER PROFICIENCY

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 ProcessingUnit, 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/PocketPC, 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 withline 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 usingformula, 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-variabledata table.

g) Working with Graphs and Charts - 2 marks
Creating charts using ChartWizard, Sizing and moving charts, Updating charts, changingthe 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 slidelayouts, 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, changingslide 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 Contentsand Encoding, E-mail Routing, E-mail Clients, E-mail Encryption, Address Book, Signature File.

SKILL TEST
(Qualifying in Nature)
(Minimum marks – 36)

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 Microsoft Excel	3	30	30 minutes
3	Skills in Microsoft Power Point	3	30	30 minutes