

DELHI URBAN ART COMMISSION

Important instructions/information to the candidates appearing the examination for the post of LOWER DIVISION CLERK & DAFTRY.

1. Before the Exam:

- (i) Immediately on receipt of the Admit Card, every candidate is expected to verify all the facts, i.e. Roll No., Examination Timing/Session, Dates of examination, Examination Centre etc uploaded on DUAC's website. In case of doubt he/she is expected to approach the Test Venue sufficiently in advance.
- (ii) Each candidate is advised to familiarize himself/herself with the location of the examination centre by visiting the centre a day prior to the commencement of the examinations and to also satisfy that he/she has visited/seen the allotted centre.

2. During the Exam:

- (i) Candidates will find their roll numbers written against the seats allotted to them. They should find and occupy their allotted seats.
- (ii) Candidates are advised not to bring the pager, cellular phone, digital diary, smart watch or other electronic gadgets / device in any form inside the examination hall. Violation of these instructions shall tantamount to adoption of unfair means and the candidates will be liable for appropriate legal action which may include debarring from appearing in the examination.
- (iii) No candidate shall bring with him/her into the examination hall or carry on his/her person any paper, book, notes or any other material, nor shall he/she communicate with any other candidate in the examination hall or in the premises, when the examination is in progress. Any infringement of this instruction is likely to result in the candidate concerned being expelled from the examination hall or otherwise dealt with. **MOBILE PHONES OR ANY OTHER ELECTRONIC GADGETS/DEVICE IN ANY FORM ARE BANNED IN THE EXAMINATION CENTRES**
- (iv) **Act of Unfair Means: Violation of Instructions to Examinees as contained above tantamount to adoption of unfair means. The nature of such violation, inter alia, includes the following:**
 - Possession of material inside the examination hall/room and washroom, e.g. writing/copying material / books / notes / writing on desk/writing on writing pad/geometric box/admit card (relevant for the day of the examination or otherwise), mobile phone [in switched off mode or otherwise], I Pod etc.
 - Seeking sympathy/making appeal, e.g. parent or relative passed away, met with accident /was hospitalized/ award marks/minimum required marks, inducement to examiner/writing irrelevant / unrelated remarks etc.
 - Misbehaving with the examination functionaries.
 - Carrying any paper, book, notes or any other written material in the examination room/hall.
 - Writing / making extraneous (irrelevant/ unrelated) notes/remarks. Write / make appeal for marks etc.
 - Carrying printing models or scientific calculator
 - Exchange pen, scale etc. with other examinees etc.
 - Talking/communicate with any other examinees.
 - Leaving seat without permission.

- Carrying mobile phones or any other electronic gadget/device in any form.
 - Smoking, chewing tobacco/betel nut, gum etc.
- (v) If a candidate is found to have resorted to or has made attempts to resort to unfair means pertaining to an examination, DUAC may, on receipt of a report to that effect and after such investigation as it may deem necessary, take such disciplinary action against the candidate concerned as it may think fit. The Invigilator/Superintendent of the examination has absolute power to expel a candidate from the examination hall, if in his opinion the candidate has adopted or attempted to adopt unfair means in connection with the examination. Any candidate expelled from the examination hall must, before leaving the hall, submit his/her explanation in writing to the Superintendent of the examination. The above cases will be considered by the competent authority; the decision taken by the competent authority includes legal action as per rules in force, cancellation of result and debarment from appearing in the examination in future. In view of the above, candidates are advised to read the instructions carefully and familiarize themselves with the same to avoid falling within the ambit of unfair means leading to avoidable difficulties.

4. PATTERN OF EXAM:

a) POST - LOWER DIVISIONAL CLERK

PHASE-I (COMPUTER BASED/ONLINE TEST)

- 100 Numbers of Multiple-Choice Questions (MCQ)
- Maximum Marks: 100 marks
- Indicative Subject: English Language (Basic Knowledge), General Reasoning, Quantitative Aptitude (Basic Arithmetic Skill) General Awareness
- Duration of Computer Based/Online Test – 120 Minutes and 140 minutes shall be given candidates with disability related to sight or Hand.

S.No.	Section	No. of Questions	Marks
1	English Language	25	25
2	General Reasoning	25	25
3	Quantitative Aptitude	25	25
4	General Awareness	25	25

NOTE: -

- QUALIFYING MARKS FOR PHASE-I IN EACH SECTION IS 50% (i.e. 12.5 Marks)
- THERE WILL BE 0.25 NEGATIVE MARKING FOR EVERY WRONG/INCORRECTLY MARKED ANSWER
- If a candidate gives more than one answer, it will be treated as wrong answer even if one of the given answer happens to be correct and there will be same penalty as above for that question.

SYLLABUS OF EXAMINATION FOR THE POST OF LOWER DIVISION CLERK

English Language: Spot the Error, Fill in the Blanks, Synonyms /Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentences Parts, Shuffling of Sentences in a passage, Comprehension Passage.

General Reasoning: Reasoning, Verbal Reasoning Non-Verbal Reasoning Logical Reasoning, Alphabet Test, Alpha-numerical Sequence Puzzle, Analogy, Arithmetical Operations, Assertions and Reason, Blood relations, Classifications, Coding-decoding.

Quantitative Aptitude:

- 1 Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between number.
- 2 Fundamental arithmetical operations: Percentages, Ratio and Proportion, square roots, Averages, Interest (Simple and Compound), Profit and loss, Discount, Partnership Business, Mixture and Allegation, Time and distances, Time and Work.
- 3 Statistical Charts: Use of Table and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-Chart.

General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Policy and Scientific research.

PHASE- 2 (TYPING TEST/SKILL TEST) (For the post of LDC)

- A Speed of at least 35 words per minute in typing in English or 30 words per minute in Hindi over 10 minutes only which is Qualifying in nature.
- Duration of Skill/Typing Test - 10 minutes

Please note:-

The Merit of candidates to the post of Lower Division Clerk shall be prepared taking a weight-age of PHASE-I (Computer Based/Online Test) only.

b) POST - DAFTRY

PHASE-I (COMPUTER BASED/ONLINE TEST)

- 100 Numbers of Multiple-Choice Questions (MCQ)
- Maximum Marks: 100 marks
- Indicative Subject: English Language, General Intelligence & Reasoning, Quantitative Aptitude (Basic Arithmetic) and General Awareness
- Duration of Computer Based/Online Test – 120 Minutes and 140 minutes shall be given candidates with disability related to sight or Hand.

S.No.	Section	No. of Questions	Marks
1	English Language	25	25
2	General Intelligence & Reasoning	25	25
3	Quantitative Aptitude (Basic Arithmetic)	25	25
4	General Awareness	25	25

NOTE: -

- QUALIFYING MARKS FOR PHASE-I IN EACH SUBJECT IS 50% (i.e. 12.5 Marks)
- THERE WILL BE 0.25 NEGATIVE MARKING FOR EVERY WRONG/INCORRECTLY MARKED ANSWER

SYLLABUS OF EXAMINATION FOR THE POST OF DAFTRY

Subjects	Topics
English Language	• Spot the Error, Fill in the Blanks • Synonyms/Homonyms, Antonyms • Idioms and Phrases • One-word substitution • Improvement of Sentences • Active/Passive Voice, Direct/Indirect Narration • Reading Comprehension, Cloze Passage
General Intelligence & Reasoning	• Semantic Analogy, Symbolic/Number Analogy • Figural Analogy, Classification, Number Series • Coding and Decoding, Space Orientation • Venn Diagrams, Drawing inferences • Embedded Figures, Punch hole/fold-and-unfold • Blood Relations, Syllogism
Quantitative Aptitude (Basic Arithmetic)	• Number Systems & Arithmetic: Computation of numbers, percentages, ratio/proportion, averages, interest, profit/loss, time and distance/work. • Advanced Math & Statistics: Basic algebra, elementary geometry, mensuration, trigonometry, and statistical charts/graphs.
General Awareness	• Core Topics: History, culture, geography, Sports, etc. • Current Affairs: National/international events, sports, books, and awards.

Please note:-

The Merit of candidates to the post of Daftry shall be prepared taking a weight-age of PHASE-I (Computer Based/Online Test) only.

Right to Amend the Provisions

The Commission reserves the right to amend, modify, or alter any of the provisions contained herein without assigning any reason. Any such amendment or modification shall be duly notified.