

SYLLABUS

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| 1. | PAPER-I | | Duration: 3 hours |
| | a) General English | 50 marks | |
| | b) Precis Writing | 25 marks | |
| | c) Essay | 25 marks | |
| 2. | PAPER-II | | Duration: 3 hours |
| | a) General Knowledge | 50 marks | |
| | b) Simple Arithmetic | 50 marks | |
| 3. | PAPER-III (Computer Test) | | |
| | a) MS-Word | 25 marks | |
| | b) MS Excel | 25 marks | |
| | c) Page Maker | 25 marks | |
| 4. | PAPER-IV (Typing Test) | 25 marks | |

- NB:
1. The minimum qualifying marks in the written test will be 35% in aggregate.
 2. Test in computer knowledge will be at the level course prescribed under Rule 10(1) (c) of Mizoram Ministerial Service Rules 2011
 3. Typing test shall be conducted in computer for which qualifying speed shall be 30 words per minute
 4. Those who are qualified in the written test, computer test and typing test will be qualified for personal interview which will carry 50 marks. The number of candidates to be called for personal interview will be determined as per norms laid down by the government from time to time and will be in order of merit in the tests