



Government of India
Ministry of Communications
Department of Telecommunications
Office of the Controller General of Communication Accounts
NICF Campus, Ghitorni, New Delhi-110047

No. 02-01-2018/Admn / 1019


Dated: 08.08.2019

NOTIFICATION

Sub: Syllabus for Limited Departmental Competitive Examination (LDCE) for promotion of MTS to the post of Lower Division Clerk.

The undersigned is directed to enclose herewith the syllabus for Limited Departmental Competitive Examination (LDCE) for promotion of MTS to the post of Lower Division Clerk (copy enclosed) duly approved by the competent authority for wide publicity among the staff of your office.

Encl: As above


(S. Anbalagan)
(Dy. CGCA)

Phone:011-26501132

Fax:011-26503916

e-mail: anbalagan.siva@gov.in

Copy to:

1. PPS to Member (F), DoT HQ, Sanchar Bhawan, New Delhi-01
2. PS to CGCA
3. PS to Addl CGCA
4. DG NICF, NICF Campus, Ghitorni, New Delhi-47.
5. Jt. CGCA (IA), Jt. CGCA (BA & IT), Jt. CGCA (C&A), Jt. CGCA (Revenue), Jt. CGCA (M&C).
6. All Pr. CCAs/CCAs/Jt. CCAs
7. DDG (E&T), DoT HQ, Sanchar Bhawan, New Delhi-01
8. US (SEA-II), DoT HQ- for uploading the syllabus on the official website of DoT.
9. Office Copy

SYLLABUS FOR LIMITED DEPARTMENTAL COMPETITIVE EXAM (LDCE) FOR PROMOTION OF MTS TO LOWER DIVISION CLERKS.

PAPER-1

PRECIS WRITING, DRAFTING AND GRAMMAR Hindi or English (Without Book)

MAXIMUM MARKS:

100

DURATION:

02 Hours

S.No	Chapter/Topic	
1	Precis writing	<ul style="list-style-type: none">• Precis writing on any topic
2	Drafting	<ul style="list-style-type: none">• Letter writing
3	Grammar	<ol style="list-style-type: none">1. Sentence correction2. Idioms & Phrases3. Grammar applications4. Antonyms5. Synonyms6. Vocabulary7. Sentence arrangement8. Comprehension Passage9. Preposition10. Use of Helping verb.

PAPER-II

QUANTITATIVE APTITUDE (Without Book)

MAXIMUM MARKS:

100

DURATION:

3 HOURS

S.No	Chapter/Topic
1.	Simplification
2.	Percentage
3.	Ratio & Proportion
4.	Time, Speed & Distance
5.	Time & Work
6.	Average
7.	Number System
8.	Profit & Loss

Contd:

Prasanna
08/08/2019

PAPER-III

BASIC I.T. SKILLS (Without Book)

MAXIMUM MARKS:

100

DURATION:

2 HOURS

S.No	Subject	Topics
1	Basic Computer Skills	<u>MS Word</u> <ul style="list-style-type: none">• Word processing basics, Opening and closing of documents, Text creation and Manipulation, Formation of Text, Printing of word document.
2	Fundamental commands and operation of Computers	<ul style="list-style-type: none">• Saving a file• Printing a page/picture/document/online webpage.• Copying & Pasting Files/Folder.• Running and closing a program/application• Searching a file.• Converting a word .doc file to PDF format.
3	Sending and drafting emails with and without attachments	<ul style="list-style-type: none">• Composing an email• Adding one or more recipients• Adding CC/BCC recipients• Attaching a file to the composed mail• Downloading and printing an attachment from the received mail
4	Internet surfing	<ul style="list-style-type: none">• Google Search a document/article• Copying a URL (Uniform Resource Locator) of the webpage• Opening a website and print out of any item from the website.

[Signature]
08/08/2019