

IHM, KOLKATA

Recruitment Examination for the post of LDC

Date of Written Examination: **22nd February, 2024** & Skill Test: **23rd February, 2024** (Only for shortlisted candidates)

Examination Time: **10 AM TO 1 PM (3 Hr.)**

The offline examination will be held at the institute premises in two successive stages, viz., i) Part-I (Objective Type) and (ii) Part-II (Descriptive Type). The Institute shall hold Part-I and Part-II examination on the same day i.e. 22nd February, 2024. Objective Type Question will carry equal marks 1 each. There will be no negative marking.

The elementary knowledge in Computer operation and ability of typing on Computer of the candidates shall be judged only after they are found qualified in Part-I and Part-II. The minimum qualifying marks will be 40% for UR/EWS and 35% for SC & ST.

Exam Date: 22nd February, 2024 (Time: 10 AM TO 1 PM)

PART-I

OBJECTIVE TYPE -100 MARKS

(QUALIFYING MARKS 40 FOR UR/EWS AND 35 FOR SC/ST)

- I. English Language: (30 Marks):
- II. General Knowledge (Including Current Affairs): (20 Marks)
- III. Quantitative Aptitude (Basic Arithmetic Skill): (30 Marks)
- IV. General Intelligence: (20 Marks)

PART-II

DESCRIPTIVE TYPE-50 MARKS

(QUALIFYING MARKS 20 FOR UR/EWS AND 18 FOR SC/ST)

- I. Essay Writing – 20 Marks
- II. Notice Writing- 15 Marks
- III. Letter Writing -15 Marks

COMPUTER PROFICIENCY TEST

(Only for short listed candidates who have secured minimum qualifying marks in PART-I & II)

Exam Date: 23rd February, 2024 (10 AM TO 11.30 AM)

(QUALIFYING IN NATURE)

- I. ENGLISH OR HINDI TYPING (FOR ENGLISH 35 WPM OR HINDI 30 WPM)-25 Marks
- II. MS OFFICE KNOWLEDGE TEST (Word ,Excel, PowerPoint)-25 Marks

Qualifying marks will be 50% of total computer proficiency marks.

Those who have secured qualifying marks or above are only eligible to appear in the computer proficiency test. However, final merit list will be prepared on the basis of total marks obtained in paper I & II.

Guidelines:

- 1) Admit card of eligible candidates will be sent through official email only. Candidates are requested to check their email id and Institute website for any information related to the examination/recruitment.
- 2) On the basis of written examination a list for shortlisted candidates will be published on our website on **22nd February, 2024 (5.00 PM)** for appearing in the skill test which will be conducted on the next day.
- 3) Final Merit list will be published on our website based on marks obtained in in paper I & II, provided the candidates have been found qualified in computer proficiency test.

Sd/-

Recruitment Cell

IHM, KOLKATA

WRITTEN TEST SYLLABUS FOR THE POST OF LDC (PART-I)

ENGLISH

1. Parts of Speech 2. Tenses 3. Singular & Plural 4. Subject-Verb Agreement 5. Sentence Improvement 6. Fill in the blanks 7. Para – Jumbles 8. Spell Check 9. Voice Change – Active and Passive Voice 10. Article – A, An, The 11. Narration – Direct & Indirect Speech 12. Phrases and Idioms 13. Sentence Correction/Spotting Errors 14. Cloze Test 15. One Word Substitution 16. Comprehension Test

GENERAL KNOWLEDGE

1. Current Affairs 2. Countries and Capitals 3. Indian Polity 4. Indian Geography 5. Indian Budget 6. Science, Technology and Research 7. Culture 8. Awards & Honours 9. Indian Constitution 10. Indian Economy 11. Business 12. Indian Parliament 13. Indian History

QUANTITATIVE APTITUDE

1. Simplification 2. Number Series 3. Percentage 4. Ratio and Proportion 5. Time, Speed and Distance 6. Average 7. Geometry and Mensuration 8. Permutation and Combination 9. Bar Graph 10. Trigonometry 11. Number Systems 12. Square Root 13. Surd and Indices 14. Profit and Loss 15. Simple and Compound Interest 16. Time and Work 17. Pipes and Cisterns 18. Boats and Streams 19. Probability 20. Pie Chart 21. Line Graph 22. Linear Equations 23. Mixture and Allegation 24. Discount

GENERAL INTELLIGENCE

1. Number Series 2. Classification 3. Venn Diagrams 4. Problems on Figural Pattern 5. Statements and Arguments 6. Statements and Assumptions 7. Puzzles 8. Coding and Decoding 9. Alphabet Series 10. Analogy 11. Paper folding 12. Syllogism 13. Statements and Conclusions 14. Assertions and Reasoning 15. Seating Arrangements (Circular and Linear) 16. Word building 17. Blood Relations

Sd/-

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