

**Syllabus for Lower Division Clerk (LDC) Grade under Mizoram Institute of Medical Education  
& Research**

**PAPER – I  
(Full marks : 100)**

Duration : 3 hours

- a) General English ..... 50 marks
- b) Precis writing ..... 25 marks
- c) Essay writing ..... 25 marks

**PAPER – II  
(Full marks : 100)**

Duration : 3 hours

- a) General Knowledge ..... 50 marks
- b) Simple Arithmetic ..... 50 marks

**COMPUTER & TYPING TEST  
(Full marks : 100)**

- a) Microsoft Word ..... 25 marks
- b) Microsoft Excel ..... 25 marks
- c) Adobe Pagemaker 7 ..... 25 marks
- d) Typing Test ..... 25 marks

Notes :

1. The minimum qualifying marks in the written exam will be 35% aggregate.
2. Test in Computer Knowledge will be compulsory. The test will be at the level course prescribed under Rule 10(1)(c) of Mizoram Ministerial Service Rules, 2011
3. The qualifying speed for typing test shall be 30 words per minute.
4. Those who are qualified in the written test, computer test and typing tests will be qualified for personal interview which will carry 50 marks.