

SAINIK SCHOOL PURULIA

SELECTION PROCEDURE / PATTERN OF EXAMINATION LOWER DIVISION CLERK (LDC)

1. Selection procedure / pattern of the examination of Lower Division Clerk (LDC) is as follows :-

<u>SNo</u>	<u>Stages</u>
(a)	<u>Stage I.</u> Written Test for 50 marks (OMR pattern Exam) Duration: 60 Minutes (i) General Knowledge : 05 Marks (ii) General English : 10 Marks (iii) Basic Mathematics : 10 Marks (iv) Subject test of appropriate level : 25 Marks
(b)	<u>Stage II.</u> Skill Test (Computer Based Test : <ul style="list-style-type: none">• Various types of typing test. : 30 Marks• Excel & Power Point. : 10 Marks• Letter writing / Filing of documents in files / dossiers : 10 Marks

2. The final merit list will be based on performance of candidate in written test and Skill Test.

3. Candidates to bring all the documents for the essential/desirable qualification as per the advertisement published, in original at the time of document verification on the day of examination, failing which the candidate will not be allowed to take the exam.

4. No TA / DA will be paid for attending the Written Test and Skill Test. No accommodation will be provided by the school. The candidates will have to make their own arrangements for accommodation and messing to appear for the examination as per the time line given.

5. Candidates are advised to carry transparent clipboard and necessary writing materials for the tests.

Sainik School Purulia

06 Sep 2025



Sd/-
Principal, Sainik School Purulia