

CENTRAL UNIVERSITY OF TAMIL NADU

Notification No. CUTN/NT/03/2023 dated 20-10-2023

Syllabus for the Post of UPPER DIVISION CLERK (UDC)

Part	Subject	Maximum Marks	Duration
Paper I	General Knowledge & Current Events, General English, Numerical Aptitude, General Intelligence & Reasoning.	100	2 hrs
Paper II	Knowledge of Acts and Rules of Government of India, University Act & Statutes.	100	3 hrs.
Skill Test	Typing and Microsoft Office	50	

- Minimum qualifying marks to be secured in Paper-I shall be 40
- Minimum qualifying marks to be secured in Paper II shall be 50
- Answer scripts of the candidates for Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- Candidates who secure 50 marks or above in Paper II shall be called for the skill test.

Paper I : Objective Type Paper (100 Multiple Choice Questions)

I. General Knowledge

General Knowledge, Current Affairs, Indian History, Culture, Geography, Economic Scene, General Polity, Constitution, Sports, and Scientific Research. and international developments. Indian states, and other countries.

II. General English

Vocabulary, sentence structure, synonyms, antonyms, and its correct usage. Basic comprehension and writing ability.

III. Numerical Ability

Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work.

IV. General Intelligence & Reasoning

Questions of verbal, non-verbal, and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem-solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding- decoding, arithmetical reasoning, verbal and figure classification, data representation, and analysis, arithmetical number series.

Paper-II: Descriptive Type: 100 Marks

A. Comprehension of passages, Letter Writing

B. Knowledge of Rules of Government of India, Central Universities Act & Statutes

i.	Constitution of India – Citizenship, Fundamental Rights, Fundamental Duties.
ii.	Central Universities Act & Statutes, 2009, Central University of Tamil Nadu - Ordinances
iii.	UGC Regulations 2018 governing the eligibility service conditions of teachers, NEP 2020 (Higher Education) and UGC Award of Ph.D. Regulations, 2022
iv.	CCS (Conduct) Rules
v.	CCS (Leave) Rules
vi.	CCS (CCA) Rules
vii.	CCS (LTC) Rules
viii.	Reservation and Concessions to SC/ST/OBC/PWD/EWS
ix.	CCS (Joining Time) Rules
x.	CCS (TA) Rules
xi.	National Pension System
xii.	Office Procedure (Ref. Central Secretariate Manual of Office Procedure (CSMOP))
xiii.	RTI Act