



CENTRAL UNIVERSITY OF TAMIL NADU
Notification No.: CUTN/NT/01/2026 dated 01.01.2026
Syllabus for the Post of UPPER DIVISION CLERK (UDC)

SINGLE STAGE WRITTEN TEST

Part	Subject	Maximum Marks	Duration
Paper I	General Knowledge & Current Events, General English, Numerical Aptitude, General Intelligence & Reasoning.	25	3 hrs.
Paper II	Knowledge of Acts and Rules of the Government of India, University Act & Statutes.	75	
Skill Test	Typing and Computer Proficiency	50	

- Minimum qualifying marks to be secured shall be 50 marks.
- Minimum qualifying marks in skill test shall be 25 marks

Paper I : Objective Type Paper (25 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.

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Paper-II: Descriptive Type: 75 Marks

A. Comprehension of passages, Letter Writing

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

i	General Financial Rules
ii	Central Universities Act & Statutes, 2009, Central University of Tamil Nadu - Ordinances
iii	University Grants Commission (UGC), National Medical Commission (NMC), All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), – Regulatory bodies of Higher Education and Professional Councils
iv	UGC Regulations 2018 governing the eligibility service conditions of teachers and UGC Award of Ph.D. Regulations, 2022
v	CCS (Conduct) Rules, CCS(CCA) Rules
vi	Reservation and Concessions to SC/ST/OBC/PWD/EWS
xii	National Pension System
xiii	RTI Act
