SYLLABUS OF WRITTEN TEST FOR THE POST OF SENIOR SECRETARIAT ASSISTANT

Written Test (In English only except for Hindi language part)

1. **Post Specific including Computer Knowledge :**   **60%**

   <u>Office procedures</u> : File Management, General Financial Rules (GFR), Fundamental Rules & Supplementary Rules (FR & SR), RTI Act, CCS Conduct Rules, Reservation and Service Rules, Leave Rules, TA/DA Rules, Departmental Promotion Committee(DPC), Pay fixation, Seniority, Goods and Services Tax(GST) Rules, Legal Matters.

   UGC Regulations governing the service conditions of the teachers and other UGC regulations, AICTE regulations, etc.

   <u>Computer Knowledge</u> : Components of Computer, Input and output devices, Installation of printer and other input & output devices, MS-Office, MS-Word, MS-Excel and MS-PowerPoint, Internet and internet applications, Working with email, Data security / Cyber security

2. **Mental Ability, Reasoning & Mathematical skills :**   **20%**

   Analogy, Series Completion, Coding and Decoding, Venn Diagram, Alphabetical Test, Number ranking & Time sequence test, Data Interpretation,
   Simplification, LCM & HCF, Time and Distance, Profit & Loss, Simple & Compound Interest, Time & Work, Percentages, Averages, Ratio & Proportion, Problems on Numbers & Ages, Mensuration.

3. **English and Hindi Language Proficiency :**   **20%**

   Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc.

   शब्दावली, व्याकरण, वाक्य संरचना, पर्यायवाची, विलोम शब्द और उनका सही उपयोग आदि।

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DOMAIN SKILL TEST FOR THE POST OF SENIOR SECRETARIAT ASSISTANT

The candidate should be able to demonstrate proficiency in :

1. Computer based Typing test for 10 minutes in English at the speed of 40 w.p.m. (8% errors / mistakes only are allowed for qualifying).

   OR

2. Typing test for 10 minutes in Hindi at the speed of 30 w.p.m. (8% errors / mistakes only are allowed for qualifying).

3. Usage of MS-Excel.

4. Preparation of presentation using MS-PowerPoint.

5. Domain specific skills related to the post.

Note : (a) The total marks for the domain skill test = 50 (only for Item Nos. 2, 3, and 4)
   (b) The Domain skill test is qualifying in nature, and candidate must score a minimum of 40% marks(only for Item Nos. 2, 3, and 4).

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Dean (A & F)