

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%**
Office procedures : 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.
Computer Knowledge : 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

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
Typing test for 10 minutes in Hindi at the speed of 30 w.p.m. (8% errors / mistakes only are allowed for qualifying).
2. Usage of MS-Excel.
3. Preparation of presentation using MS-PowerPoint.
4. 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).

Dean (A & F)