

## **SYLLABUS FOR WRITTEN TEST FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT**

### **General knowledge and Current Affairs – National and International level (20%) :**

- Political Issues
- Environmental Issues
- Current affairs
- Science & Technology
- Economic Issues
- History of India with special reference to Indian freedom struggle
- Sports
- Cinema
- Literature

### **Mental ability, Reasoning and Mathematical skills (35%) :**

#### **Verbal Reasoning:**

- Analogy
- Classification
- Coding/decoding
- Series
- Direction test
- Mathematical operations
- Odd one out

#### **Non-Verbal Reasoning :**

- Analogy
- Classification
- Series

#### **Mathematical skills 10<sup>th</sup> level:**

- Simplification
- LCM and HCF
- Time and Distance
- Profit and Loss
- Simple & Compound Interest
- Time and Work
- Percentages & Averages
- Ratio and Proportion
- Problems on Numbers & Ages
- Statistics
- Data Interpretation
- Mensuration

*CPA*  
26/9/20

**डीन (प्रशासन एवं वित्त)**

**Computer Awareness (20%) :**

- Computer Terminology, Computer Hardware and peripherals
- MS Office (Word, Excel, Power Point, Access)
- Internet applications, Data security/Cyber security

**ENGLISH & HINDI Language Proficiency- 10<sup>th</sup> Level (25%) :**

<ul style="list-style-type: none"><li>➤ Synonyms, Antonyms</li><li>➤ Sentence Correction &amp; Error Detection</li><li>➤ Fill in the blanks, Tenses &amp; Active/Passive Voice</li><li>➤ Direct and Indirect speech</li><li>➤ Idioms</li><li>➤ Vocabulary, Punctuation, Comprehension</li><li>➤ Translation from/to Hindi/English</li></ul>	<ul style="list-style-type: none"><li>➤ समानार्थी शब्द, विलोम शब्द</li><li>➤ वाक्य शुद्धि और त्रुटि की पहचान करना</li><li>➤ रिक्त स्थान भरें, काल और वाच्य</li><li>➤ प्रत्यक्ष और अप्रत्यक्ष कथन</li><li>➤ मुहावरे</li><li>➤ शब्दावली, विराम चिह्न, गद्य</li><li>➤ हिंदी से अंग्रेजी में अनुवाद/अंग्रेजी से हिंदी में अनुवाद</li></ul>
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*26/9/25*

डीन (प्रशासन एवं वित्त)