

## SYLLABUS FOR WRITTEN TEST FOR THE POST OF MULTI TASKING STAFF

### **Written Test (in English and Hindi)**

#### **English (Matriculation Level) (25%):**

English Language like Error recognition, Fill in the blanks (using verbs, prepositions, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words;

#### **Hindi (Matriculation Level) (25%):**

हिंदी भाषा जैसे त्रुटि पहचान, रिक्त स्थान भरना (क्रिया, पूर्वसर्ग, लेख आदि का उपयोग करके), एक शब्द प्रतिस्थापन, वाक्यों का सुधार, शब्दावली, वर्तनी, व्याकरण, वाक्य संरचना, पर्यायवाची और विलोम शब्द, वाक्य पूर्णता, वाक्यांश और मुहावरेदार उपयोग शब्द;

#### **General Awareness (25%):**

Current Affairs (at National Level), Cultural Heritage, Science & Technology, Indian Constitution, Sports & Athletes, Indian National Movement, Geography about India, History, General Polity, Economy, Scripts, Capitals & Countries, Symbols & Nations, Important Events, Books & Authors, International & National Awards, Scientific Developments, Indian Languages

#### **Analytical Ability (Matriculation Level) (15%):**

Data Interpretation, Number Series, Letter and Symbol Series, Analytical Reasoning, Verbal Classification, Analogies, Verbal Reasoning, Non-Verbal Reasoning.

#### **Computer Usages (10%) :**

Computer Abbreviation, Components of Computer System, Central Processing Unit (CPU), Keyboard Shortcuts and Mouse, Internet, MS Word

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*CPM*  
26/1/2024  
डीन (प्रशासन एवं वित्त)