

Syllabus for the post of Assistant
(Total marks - 100)

PART A (80 marks)

Knowledge of English Language (30 marks) & Knowledge of Hindi Language (30 marks)

- i. Reading Comprehension
- ii. Sentence Improvement
- iii. Phrase Replacement
- iv. Error Spotting/ Error Detection
- v. Fill in the Blanks
- vi. Odd one out
- vii. Punctuation

Computer Knowledge (20 marks)

- i. MS Office i.e. Office, Excel, PowerPoint
- ii. Computer Hardware & Software
- iii. Computer Input & Output Devices
- iv. Computer Abbreviations & Acronyms
- v. Internet

PART-B (20 marks)

Logical Reasoning (5 questions),

Quantitative Aptitude (5 questions),

English (5 questions)

General Knowledge/ Awareness (5 questions)