

## **Syllabus for the Post of Junior Assistant ( Personnel & Administration )-Level A1**

**Essential Qualification:** Graduate with Typing speed 30 w.p.m. and Certificate/ Diploma of minimum duration of six months in Computer Applications in the office environment

<b>Part (A):</b> General Mental Ability and Aptitude	20% (20 questions carrying 1 mark each)
--	---

General Mental Ability and Aptitude to test the following:

- Interpersonal Skills
- Logical reasoning/Analytical/Comprehension ability
- Basic Numeracy and Data Interpretation Skills
- General Awareness

<b>Part (B): Subject/Domain Related</b>	80 % (80 questions carrying 1 mark each)
---	--

1. **Reasoning Ability Analysis** : Data Interpretation, Number Series, Letter and Symbol Series, Analytical Reasoning, Verbal Classification, Artificial Language, Analogies, Verbal Reasoning, Non-Verbal Reasoning, Logical Reasoning, Matching Definitions, Logical Problems, Statement and Conclusion, Making Judgments, Cause and Effect, Statement and Argument, Essential Part, Logical Deduction.
2. **General English** : Active and Passive Voice, Prepositions, Spotting Errors, Homophones, Identify the Sentences, Substitution, Spelling Test, Passage Completion, Adjectives, Nouns, Antonyms, Synonyms, Transformation, Joining Sentences, Articles , Sentence Pattern, Sentence Completion, Tag Questions, Para Completion, Sentence Arrangement, Error Correction (Underlined Part), Error Correction (Phrase in Bold), Fill in the blanks, Idioms and Phrases, Tense, Sentence Improvement, Gerunds, Identify the Errors, Odd Words, Prepositions, Plural Forms, Suffix
3. **General Awareness** : 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.
4. **General Aptitude** : Number systems, BODMAS, Decimals, Fractions, LCM and HCF, Ratio and Proportion, Percentages, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Algebra, Geometry, Trigonometry, Elementary Statistics, Square Root, Age Calculations, Calendar & Clock, Pipes & Cistern, Races and Games , Odd Man Out, averages, Partnership, Probability, Quadratic Equations ,Volume

and Surface Area, Mixture and Allegations , Problems on Trains, Computation of Whole Numbers, Partnership Business, Stocks and shares,

5. **Computer Aptitude** : Computer Abbreviation, Computer Hardware, Computer Software, Operating System, Networking, Keyboard Shortcuts, Internet, Memory, MS Office – MS Excel, MS Word, MS Power Point.

**Note: The above syllabus is indicative and the questions in the test may include similar other topics pertaining to the level and content of essential qualification.**