



Syllabus for the post of JUNIOR ASSISTANT

(A) WRITTEN TEST

**General English**

1. Comprehension Passage (Short Passage)
2. Grammar - Tenses, Active & Passive Voice, Direct-Indirect speech, Punctuation, Correction of Sentences etc.
3. Precis writing.
4. Noting/Drafting
5. Letter/E-mail Communication on a given context

**General Knowledge**

1. Current Affairs
2. Indian History, Indian Polity, Indian Constitution, General Economics & Geography

**Simple Arithmetic (10th Standard)**

1. Simplification of Fractions
2. Simple/Compound Interest
3. Profit/Loss & Percentages
4. Other Basic Arithmetic Related Matters

(B) COMPUTER SKILL TEST

1. Elementary MS Word
2. Elementary MS Excel
3. PowerPoint Presentation
4. E-Mail
5. Typing Test English/Hindi

**A. MS Word**

-Word document writing (to test the formatting/editing of various components of MS word to be applied in paragraph to be given like Header, Footer, Bold, Italics, Line spacing etc.)

**B. MS Excel**

-Formulae, Functions, Arithmetic elementary on Excel.

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