

Syllabus for Written Test for the post of Senior Office Assistant, Office Assistant and Junior Office Assistant.

General Awareness: Current Events -National & International, History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National & International Organizations/ Institutions. Higher Education System, General Financial Rules, Fundamental Rules and Service Rules, General Office Procedures.

General Intelligence & Reasoning Ability: Verbal and Non-Verbal Reasoning, Analogies, Similarities, Differences, Space Visualization, Problem-Solving, Analysis, Judgment, Decision Making, Visual Memory, Discrimination, Observation, Relationship Concepts, Arithmetical Reasoning, Verbal and Figure Classification, Arithmetical Number Series, etc.

Arithmetical & Numerical Ability: Simplification, Decimals, Data Interpretation Fractions, L.C.M, H.C.F, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

English Language and Comprehension: Comprehension, Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, Usage of Words.

Written Test:

The written test will contain the objective type multiple choice questions from the above syllabus.

Skill Test:

The candidates who obtain the qualifying marks in the written test as may be prescribed by the University will only be called for skill test.

Note(s):

1. There will be separate written test and skill test for each post.
2. The contents of the syllabus for written test are same for the post of Senior Office Assistant, Office Assistant and Junior Office Assistant. However, the difficulty level of test will be different for each post.