

SYLLABUS OF JUNIOR ASSISTANT

Examination Pattern:

Test Component	Number of Questions	Maximum Marks
General Awareness	20	20
Reasoning Ability	20	20
Mathematical Ability	20	20
English Language	10	10
General Hindi Language	10	10
Computer Fundamentals and Operations	20	20
Total	100	100

Nature of Examination-

- Objective Type Multiple Choice Questions (MCQs)

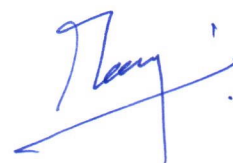
Medium of Examination-

- English and Hindi

DETAILED SYLLABUS-

Section I: General Awareness: 20Marks

Topic	Subtopics
Indian History	Ancient, Medieval and Modern Indian History
Indian Polity and Constitution	Fundamental Rights, Duties, Parliament, Judiciary, Governance
Geography	Physical, Political and Economic Geography of India and World
Economics	Indian Economy, Budget, Banking, Economic Development



Science and Scientific Research	Basic General Science, Recent Scientific Developments
Art and Culture	Indian Heritage, Dance, Music, Literature, Important Monuments
Current Affairs	National and International Events, Important Days, Awards and Honors
National and International Organizations	United Nations, WHO, UNESCO, Government Institutions
Government Policies and Schemes	Important Government Initiatives and Public Welfare Schemes

Section II: Reasoning Ability : 20 Marks

Topic	Subtopics
Verbal Reasoning	Analogies, Classification, Coding-Decoding, Series Completion
Analytical Ability	Problem Solving, Decision Making, Judgment and Analysis
Logical Reasoning	Statements and Conclusions, Syllogism, Logical Sequence
Non-Verbal Reasoning	Figure Classification, Pattern Recognition, Visual Memory
Relationship Concepts	Blood Relations, Direction Sense, Ranking and Order
Arithmetic Reasoning	Number Series, Mathematical Logic

Section III: Mathematical Ability: 20 Marks

Topic	Subtopics
Number System	Integers, Fractions, Decimals
Simplification	BODMAS, Approximation
Ratio and Proportion	Partnership, Variation
Percentage	Profit and Loss, Discount
Interest	Simple Interest and Compound Interest
Average	Numerical Applications
Time and Work	Pipes and Cistern

Time and Distance	Speed, Distance, Train Problems
Mensuration	Area, Volume, Surface Area
Data Interpretation	Tables, Graphs and Charts
H.C.F. and L.C.M.	Basic Numerical Problems

Section IV: English Language :10Marks

Topic	Subtopics
Grammar	Parts of Speech, Tenses, Subject Verb Agreement
Vocabulary	Synonyms, Antonyms, One Word Substitution
Sentence Structure	Sentence Completion, Sentence Improvement, Sentence Arrangement
Error Detection	Spotting Errors, Error Correction
Comprehension	Passage Completion, Reading Comprehension
Writing Skills	Transformation of Sentences, Joining Sentences
Idioms and Phrases	Usage and Meaning
Voice and Narration	Active and Passive Voice, Direct and Indirect Speech
Prepositions and Usage	Appropriate Word Usage

Section V : General Hindi : 10 Marks

विषय	उपविषय
संधि और संधि विच्छेद	पत्र प्रारूप में प्रयोग भाषा को संक्षिप्त और प्रभावशाली बनाने के लिए संधि और संधि विच्छेद का ज्ञान
समास, भेद, सामासिक पदों की रचना व विग्रह	पत्र प्रारूप में प्रयोग भाषा को संक्षिप्त और प्रभावशाली बनाने के लिए समास, भेद, सामासिक पदों की रचना व विग्रह का ज्ञान
उपसर्ग एवं प्रत्यय	दैनिक उपयोग में आने वाले प्रमुख उपसर्ग एवं प्रत्यय
विलोम शब्द एवं अनेकार्थक शब्द	दैनिक उपयोग में आने वाले प्रमुख विलोम शब्द एवं अनेकार्थक शब्द
पारिभाषिक शब्दावली	अंग्रेजी भाषा के पारिभाषिक शब्दों के समानार्थक शब्द
मुहावरे एवं लोकोक्तियाँ	सरकारी या गैर-सरकारी विज्ञप्ति (Notification) को अधिक प्रभावी, औपचारिक और स्पष्ट बनाने के लिए मुहावरे और लोकोक्तियों का प्रयोग
पत्र प्रारूप	पत्र एवं उसके प्रकार कार्यालयी पत्र के प्रारूप के विशेष सन्दर्भ में

Section VI: Computer Fundamentals and Operations: 20 Marks

Topic	Subtopics
Fundamentals of Computer	Computer Basics, Hardware and Software
Operating Systems	Windows Operating System Basics
MSWord	Document Creation, Formatting, Tables, Mail Merge
MS Excel	Spread sheets, Formulas, Functions, Charts
MS PowerPoint	Presentation Creation and Editing
Microsoft OneNote	Note Management and Collaboration
Internet and Email	Web Browsing, Search Engines, Email Operations
Information Technology	Basics of IT and Digital Communication
Workplace Productivity Tools	File Management, Cloud Storage, Collaboration Tools
Cyber Awareness	Safe Internet Practices and Data Security

