

Tier II : Detailed syllabus for the post of Junior Secretariat Assistant

General Knowledge

(Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current India & World)

Logical Reasoning

(Analogies-Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and difference, word building, relationship concepts, Arithmetic number series-Semantic Series, Number Series, Coding and decoding- Small & Capital letters/numbers coding, decoding and classification)

Computer Literacy

(Characteristics of Computers, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, information Kiosks)

SKILL TEST (Junior Secretariat Assistant)

Typing Test

Tying Test only on computer
Net typing speed
English- 35 w.p.m. or
Hindi - 30 w.p.m.

Qualify the typing test.

Computer Proficiency Test

MS Word, MS Excel, MS Access, MS Power Point and internet.

100 marks.
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