

Syllabus for Written Test Exam for the post of Administrative Assistant (Level 04)

There will be a two-stage recruitment exam for the post of Administrative Assistant (Level 04).

A) Stage 1 Exam (Total Marks 200, Duration 02 Hours): Stage 1 exam will comprise of MCQs (Bilingual Paper). Two (2) mark will be awarded for each correct answer and minus one by two (-1/2) mark will be for each incorrect answer. It will comprise of the following two sections.

1. Section 1(100 Marks): Mathematics & Numerical Ability, General Awareness and Current Affairs, Logical Reasoning

1.1. Mathematics & Numerical Ability (50 Marks): Numbers, H.C.F. & L.C.M. of Numbers, Problems on Ages, Percentage, Profit & Loss, Ratio & Proportion, Partnership, Time & work, Pipes & Cistern, Time & Distance, Problems on Trains, Alligation or Mixture, Simple Interest, Compound Interest, Permutations & Combinations, Probability

1.2. General Awareness and Current Affairs (25 Marks)

- i. **Static GK** – This covers topics about the static facts, the facts that are never going to change in the future. It includes History, Geography, Economics and Polity
- ii. **Current Affairs**– This is the dynamic portion and covers the events of national and international importance or recent developments.
- iii. **Miscellaneous** – This part covers questions related to important days, National Schemes, Book Names and Authors, Computers, etc.

1.3. Logical Reasoning (25 Marks) - Verbal and Non- Verbal reasoning: Numerical series, Circular Seating Arrangement, Linear Seating Arrangement, Coding and Decoding, Blood Relations, Analogy, Directions and Distances, Ordering and Ranking, Data Sufficiency, Number Puzzle, Statement and Conclusion, Venn Diagram

An indicative list of the main subjects are as follows.

2. Section 2 (100 Marks): English Language and Comprehension, Computer Proficiency.

2.1. English Language and Comprehension (50 Marks)

- i. **Vocabulary:** Synonyms & Antonyms, Fill in the blanks, spelling Test, Idioms and Phrases, One-word substitution, Sentence or Phrase Improvement
- ii. **Grammar:** Sentence correction/ Spotting the error, Fill in the blanks, Sentence or Phrase Improvement, Active-Passive Voice, Direct-Indirect Speech
- iii. **Comprehension:** Reading Comprehension
- iv. **Sentence Rearrangement:** Jumbled Sentence, Para jumbles

2.2. Computer Proficiency (30 Marks)

- i. Knowledge of MS Word, Excel, PowerPoint, and access including basic commands
- ii. Google Doc
- iii. Emails
- iv. Internet
- v. Commonly use social media handles (WhatsApp, FB, Twitter, etc.)

2.3. Office Duties (20 Marks)

- i. Gol Rules
- ii. Filing, Noting, Drafting
- iii. Office Procedures
- iv. General Hindi

B) Stage 2 Exam (200 Marks): Candidates, who secure at least 50 percentiles in Stage 1, will qualify for Stage 2. Stage 2 exam will comprise of the following two papers.

1. Paper- I (Typing Test) Qualifying Only: Typing in English 35 w.p.m.

2. Paper- II Descriptive: (200 Marks): The question paper will be descriptive in nature. Candidates, who qualify the typing test (i.e., Paper- I, Stage 2), will be eligible to appear for Paper- II (Stage 2).

2.1 English Language and Comprehension* (120 Marks)

Paragraph Summary, Reading Comprehension & Inferences, Critical Reasoning, Email Drafting, Situational questions

2.2 Microsoft Office Skills (40 Marks)

Microsoft Word, Microsoft Excel, Microsoft PowerPoint

2.3. Office Management (40 Marks)

Record and Files Management, Office Communication, Office Noting and Drafting, Accounts and Income Tax, Store & Purchase, Office Automation, Team Management, vendor management, business development, Moral Ethics, Project Management (specifically project scheduling)

** Compulsory section with 50% as minimum passing marks*

Overall merit will be decided on the basis of combined merit of Stage 1 & 2 exams.