

SYLLABUS: SECTION-A, I-T-G One Tier (General)(Including Computer subject)- 200 Marks**Syllabus for the post of Lower Division Clerk, Junior Assistant, Stenographer Grade-II, Junior Stenographer (Hindi/ English), Lower Division Clerk-cum-Typist, Jr. Stenographer, Stenographer & Asstt. Grade-I**

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| Mental Ability and Reasoning | 35 Marks | The syllabus includes questions of both verbal and non-verbal types. Test may include questions on 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. |
| General Awareness | 35 Marks | Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/ her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/ International Organizations/ Institutions etc. |
| Numerical Ability and Data Interpretation | 35 Marks | Number Systems including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Mean Median Mode, Probability, Tables & Graphs, Pie Chart, Line chart, line graph, Bar graph and Venn Diagrams. |
| Test of English Language | 35 Marks | Questions will be designed to test the ability of the candidate's understanding and comprehension of the English Language, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered. |
| Test of Hindi Language | 35 Marks | Questions will be designed to test the ability of the candidate's understanding and comprehension of the Hindi Language, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered. |
| Basic familiarity with computers, internet, social media and office automation | 25 Marks | Computer Basics: Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back- up devices, PORTs, Windows Explorer, Keyboard shortcuts. Software: Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point etc. Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking, Basics of networking and cyber security: Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures. Social Media. |