

SYLLABUS FOR PART-A: GENERAL

Topics	Description
General Knowledge	<ul style="list-style-type: none"> • Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States & Union Territories / International Organizations. • General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology • Sports & Games • Important Events/ Movements / Leaders / Places / Years • Writers – Authors – Biography - Autobiography • Abbreviations
General English	<ul style="list-style-type: none"> • Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms & Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural
Reasoning	<ul style="list-style-type: none"> • Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence
Quantitative Aptitude	<ul style="list-style-type: none"> • Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations & Combinations / Probability.

SYLLABUS FOR PART-B
DETAILED SYLLABUS OF PROJECT ASSISTANT (MECHANICAL)

Sl No	Topics	Description
1	Manufacturing Process	Casting /Forging / Extrusion, Machining, Type of machines, Cutting fluids, Cutting tools, CNC, CAD, Operating system, 5 S
2	Welding	Types, Defects, Tests, Welding sets
3	I C Engines	Components, Two stroke, Four stroke
4	Thermal Engineering	Turbines, Condensers
5	Metallurgy & Properties	Heat treatment
6	Strength of Materials	Stress, Strain, Shear forces
7	Maintenance	Types - Preventive, Break down and Predictive
8	Materials	Inventory, Functions of stores
9	Metrology and Instruments	Measuring instruments
10	Construction and functioning of various machines / equipment / other service facilities	Compressors, Pumps, Boilers, EOT cranes, Lifting tackles, Refrigeration and air conditioning, Material handling equipments like Forklifts, Industrial Gases

DETAILED SYLLABUS OF PROJECT ASSISTANT (COMMERCIAL)

Sl No	Topics	Description
1	Office Administration	Office procedures, Record keeping and maintenance of files, Official correspondence, Business Communication- Office etiquettes, E-mail correspondence, Duties and responsibilities of Office Assistants, Paperless office and Digitalized environment, E-commerce, Cyber security.
2	Computers & Devices	Basic Computer terminology, History of computers, Devices- Input, Output devices, Memory and types of memory.
3	Uses and applications	MS Office - MS Word, Excel etc , Data entry, Computer networks, Maintenance, Data storage, Operating systems-Windows, Basics of Internet, ERP.