

**SYLLABUS FOR PART-A : GENERAL**

Topics	Description
General Knowledge	<ul style="list-style-type: none"> <li>• Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States &amp; Union Territories / International Organizations.</li> <li>• General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology</li> <li>• Sports &amp; Games</li> <li>• Important Events/ Movements / Leaders / Places / Years</li> <li>• Writers – Authors – Biography - Autobiography</li> <li>• Abbreviations</li> </ul>
General English	<ul style="list-style-type: none"> <li>• Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms &amp; Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural</li> </ul>
Reasoning	<ul style="list-style-type: none"> <li>• Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence</li> </ul>
Quantitative Aptitude	<ul style="list-style-type: none"> <li>• 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 &amp; Combinations / Probability.</li> </ul>

**SYLLABUS FOR PART-B**
**DETAILED SYLLABUS OF PROJECT ASSISTANT (COMMERCIAL)**

Sl No	Topics	Description
1	Office Administration	<ul style="list-style-type: none"> <li>• Office procedures</li> <li>• Record keeping and maintenance of files</li> <li>• Official correspondence</li> <li>• Business Communication- Office etiquettes, E-mail correspondence</li> <li>• Duties and responsibilities of Office Assistants</li> <li>• Paperless office and Digitalized environment</li> <li>• E-commerce</li> <li>• Cyber security</li> </ul>
2	Computers & Devices	<ul style="list-style-type: none"> <li>• Basic Computer terminology</li> <li>• History of computers</li> <li>• Devices- Input, Output devices</li> <li>• Memory and types of memory</li> </ul>
3	Uses and applications	<ul style="list-style-type: none"> <li>• MS Office - MS Word, Excel etc</li> <li>• Data entry</li> <li>• Computer networks, Maintenance, Data storage</li> <li>• Operating systems-Windows</li> <li>• Basics of Internet, ERP</li> </ul>