

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

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

Sl No	Topics	Description
1	Office Administration	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Basic Computer terminology• History of computers• Devices- Input, Output devices• Memory and types of memory
3	Uses and applications	<ul style="list-style-type: none">• MS Office - MS Word, Excel etc• Data entry• Computer networks, Maintenance, Data storage• Operating systems-Windows• Basics of Internet, ERP