

# SYLLABUS FOR OFFICE ASSISTANT- CLERICAL STAFF

## PART I- GENERAL MANAGEMENT APTITUDE (Marks – 20)

### 1. Mental Ability & Reasoning (Intelligence & Critical Reasoning)

- **Logical Reasoning:** Syllogisms, statement & conclusions, statement & arguments, course of action, decision making.
- **Analytical Reasoning:** Puzzles, seating arrangements, complex arrangements, linear and circular arrangements.
- **Verbal Reasoning:** Series completion (alphanumeric, number, symbol), analogies, classification (odd one out), coding-decoding, blood relations, direction sense test.
- **Non-Verbal Reasoning:** Visual reasoning, paper folding/cutting, mirror images.

### 2. English Language & Comprehension (Language Comprehension)

- **Reading Comprehension:** Understanding and interpreting passages.
- **Grammar:** Rules for tenses, prepositions, articles, subject-verb agreement, active and passive voice, direct and indirect speech, spotting errors.
- **Vocabulary:** Synonyms, antonyms, idioms & phrases, one-word substitutions, words often confused and misused.
- **Verbal Ability:** Sentence correction, sentence completion/fill in the blanks, para jumbles/sentence rearrangement.

### 3. Data Analysis & Interpretation (Data Analysis & Sufficiency)

- **Data Interpretation (DI):** Analysis of data from sources such as bar graphs, line graphs, pie charts and tables.
- **Data Sufficiency & basic Statistics**

### 4. Numerical Ability (Mathematical Skills/Quantitative Aptitude)

- **Arithmetic:**
  - Number systems, HCF and LCM.
  - Percentages, profit & loss, simple & compound interest.
  - Ratio & proportion, averages, problems on ages.
  - Time & work, time & distance, pipes & cisterns.
  - Mixtures and allegations, partnership.
- **Algebra:** Basic algebra, linear equations, inequalities, logarithms, permutations and combinations (occasionally).
- **Geometry & Mensuration:** Basic geometry (triangles, circles) and mensuration (area and volume).

- **Simplification:** Square roots, cube roots, surds & indices

## 5. General Knowledge & Current Affairs

### DISCILIPINE (Marks – 55)

1. Computer Fundamentals & OS
2. MS Word
3. MS Excel
4. MS PowerPoint
5. Internet & Email
6. Basic Networking & Cyber Security
7. Basic Database
8. Typing & Formatting

\*\*\*\*\*

**Disclaimer: The Above syllabus is broadly indicative but not exhaustive. Examination paper will be related to the qualification and relevant experience as per the post advertise**