EXAMINATION SYLLABUS
FOR JUNIOR ASSISTANT POST

Level I:

Aptitude: Averages, Number Systems, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Boats and Streams, Probability, Interest, Percentage, Ratio, Time and Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F and L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Series, Height and Distance.

Reasoning: Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd man out Blood Relations, Analogy, Coding And Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter And Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency and Numerical Ability.

General English: Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms and Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.

Data Interpretation: Pie Chart, Bar Chart, Line Chart, Table Chart and their interpretations.

General Knowledge: Indian History, Indian Economy, Indian Culture, Environmental Science, Awards and Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, World Geography, Basic General Knowledge, Physics, Biology, Indian Politics, Indian Geography, General Science, Chemistry, Technology, Inventions, Current Affairs.

Computer Fundamentals: Components of computer, Input and output devices, Operating Systems, Word processing software, data representations and conversions.

Level - II and Level- III Tests:
(Only for candidates short-listed from Level -I Examination)

Level - II Syllabus:

Administration: Fundamental Rules, Service Rules, CCS (Leave) rules, CCS Conduct rules, TA/DA rules, Medical Attendance Rules, Disciplinary and Vigilance, Right to Information Act, Office Procedure, IIIT Act and Statutes, Reservation rules in Central Govt. Services.

Academics: Admission and registration process in IIITs, Grading System, Examinations, CGPA/GPA Scholarships, Credit System.

Public Procurement: Procurement of Goods and services, GeM rules and Procedures, Central Public Procurement portal, Tendering and Procuring, Contract Management, Inventory Management, Assets.

Finance and Accounts: GFR, Accountancy, Income Tax rules, Receipts and Payments, Budget, NPS rules, GST rules, Commercial Accounting, Auditing process/procedures, Role and functions of CAG and Features of PFMS.

Computer Knowledge: Basic knowledge of Computers, types of computers, Internet, MS Office utilities such as MS Word, MS Excel, MS Access, Graphs and Power point presentation)

Level - III Syllabus:

Skill Test on MS Office Utilities (MS Word, MS Excel, MS PPT, MS Access, Graphs) for candidates shortlisted on Level -I Examination