SYLLABUS FOR COMPUTER BASED TEST (CBT) FOR RECRUITMENT OF OFFICE ASSISTANT GRADE – III TRAINEE

The Computer Based Test (CBT) shall consist of the following subjects carrying marks as shown against each:		
Sl. No.	**Subject**	**Marks**
1	English	60
2	Mathematics	30
3	General Awareness	40
4	Test of Reasoning / Mental Ability	40
5	Computer Application	30
	TOTAL MARKS	**200**

The Computer Based Test (CBT) will be of 3 Hours duration.

DETAILED SYLLABUS		
Sl. No.	**Subject**	**Topics**
1	**English**	• Verb • Preposition • Adverb • Subject Verb • Agreement • Error Correction / Recognition • Tenses • Sentences Rearrangement • Fill in the blank with articles etc. • Answering questions based on unseen passages • Vocabulary • Synonyms • Antonyms (This section is designed to test the language abilities and understanding of English Grammar)
2	**Mathematics**	• Arithmetic • Algebra • Mensuration • (2D & 3D) • Statistics & Probability **NOTE:** Questions shall be of Class 10th standard. (This section tests the quantitative and Mathematical skills of the candidate)

Sl. No.	Subject	Topics
3	**General Awareness**	• Current Affairs (National & International) • Major financial / economic news • Budget & Five years plans • Who's who • Sports • Books & Authors • Awards and Honours • General Science • Abbreviations • Important days • International & National Organization • History • Geography • Civics • Culture **NOTE:** Questions will be such that does not require any special study of any discipline. (This checks whether the candidate herself / himself is up-to-date about the world around them.)
4	**Test of Reasoning / Mental Ability**	• Numeric Series • Alphabet Series • Test of Direction Sense • Coding-decoding • Number Ranking • Arithmetic Reasoning • Problem of Age Calculation • Analogy • Decision Making etc. • Non-Verbal Series • Mirror Images • Cubes & Dice • Grouping Identical Figures • Embedded figures, etc. (This section tries to test the Reasoning abilities and mental aptitude of the candidates)

Sl. No.	Subject	Topics
5	**Computer Application**	• Computer Fundamentals • Windows (MS Windows) • MS-Office • Word Processing (MS Word) • Spread Sheet (MS Excel) • Presentation Knowledge (MS Power Point) • Usage of Internet Services • Communication Technology, Networking Concepts

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