

**SYLLABUS FOR WRITTEN TEST
FOR THE POST OF PERSONAL ASSISTANT**

Written Test (in English only except for the language part)

English (Matriculation Level): 25%

English Language like Error recognition, Fill in the blanks (using verbs, prepositions, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words; Comprehension of passages and letter writing

Hindi (Matriculation Level): 25%

हिंदी भाषा जैसे त्रुटि पहचान, रिक्त स्थान भरना (क्रिया, पूर्वसर्ग, लेख आदि का उपयोग करके), एक शब्द प्रतिस्थापन, वाक्यों का सुधार, शब्दावली, वर्तनी, व्याकरण, वाक्य संरचना, समानार्थी, एंटोनिम्स, वाक्य पूर्णता, वाक्यांश और मुहावरेदार उपयोग शब्द; अनुच्छेदों और पत्र लेखन की समझ

Computer Fundamentals: 25%

Computer Abbreviation, Computer Hardware, Computer Software, Operating System, Networking, Keyboard Shortcuts, Internet, Memory, MS Office – MS Excel, MS Word, MS Power Point

Office Procedures & Rules: 10%

Types of leaves & Rules, CCS (LTC) Rules, CS (Medical Attendance) Rules, Filing system, Income Tax Rules, GFR, Procurement of Goods & Services, Pay/DA/HRA, CCS Conduct Rules, CCS (Pension) Rules/National Pension System, Office procedure & RTI Act, Secretarial Practice

Analytical Ability (Matriculation Level): 15%

Data Interpretation, Number Series, Letter and Symbol Series, Analytical Reasoning, Verbal Classification, Analogies, Verbal Reasoning, Non-Verbal Reasoning, Logical Reasoning.

