

**INDICATIVE SYLLABUS FOR WRITTEN EXAMINATION FOR THE  
POST OF ASSISTANT (GRADUATE LEVEL).**

The examination will be conducted in Two Parts each comprising One Hours/100 marks each. Qualifying in both the section is compulsory:

**Part-1 (Objective Only – Comprising of the Following Four Sections)**

- |                                     |            |
|-------------------------------------|------------|
| A. General Intelligence & Reasoning | - 25 Marks |
| B. General Awareness                | - 25 Marks |
| C. Numerical Aptitude               | - 25 Marks |
| D. English Comprehension            | - 25 Marks |

***(There will be Negative Marking of 25% of mark allotted to each question for each Wrong Answer)***

Questions on the above will be verbal/non-verbal type considering the functions attached to the post. Simple type of questions will be asked to enable an average Graduate Level of Candidate to answer comfortably.

**Part – 2 (Conventional/Descriptive type only – Comprising of the following Three Sections)**

- |   |            |
|---|------------|
| A. Office Procedure   | - 20 Marks |
| B. Noting and Drafting in the Government Offices                          | - 40 Marks |
| C. Routine Correspondences within office as well as with outside agencies | - 40 Marks |

After Qualifying in the written test, a computer based typing test at a minimum Speed of 30 W.P.M. in English or 25 W.P.M in Hindi ~~on Computer~~ shall be conducted.

  
15/01/19