

Syllabus for the Post of Junior Assistant (Official Language)-Level A1

Essential Qualification: Graduate in Hindi with English as one of the subjects. Typing speed 30 w.p.m. in Hindi and Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment

Part (A): General Mental Ability and Aptitude	20% (20 questions carrying 1 mark each)
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General Mental Ability and Aptitude to test the following:

- Interpersonal Skills
- Logical reasoning/Analytical/Comprehension ability
- Basic Numeracy and Data Interpretation Skills
- General Awareness

Part (B): Subject/Domain Related	80 % (80 questions carrying 1 mark each)
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1. **General Hindi** : समानार्थी शब्द , पर्यायवाची शब्द, विलोम शब्द, प्रत्यय, उपसर्ग, संधि विच्छेद, मुहावरें और लोकोक्तियाँ, तत्सम – तद्भव, वाक्यांश के लिये एक शब्द, शब्द / वाक्य शुद्धि, अंग्रेजी में अनुवाद।
2. **General English** : Grammar, Sentence Rearrangement, Comprehension, Fill in the Blanks, Idioms & Phrases, Vocabulary, Articles, Tenses, Unseen Passages, Synonyms, Verb, Cloze Test, Error Correction, Antonyms , Translation into Hindi, Suffix / Prefix, Pronouns, Prepositions, Conjunctions, Adjectives, Adverbs, Question tag, Active & Passive Voice
3. **Computer Aptitude** : Computer Abbreviation, Computer Hardware, Computer Software, Operating System, Networking, Keyboard Shortcuts, Internet, Memory, MS Office – MS Excel, MS Word, MS Power Point.

Note: The above syllabus is indicative and the questions in the test may include similar other topics pertaining to the level and content of essential qualification.