

Tier II : Detailed syllabus for the post of Junior Secretariat Assistant

General Knowledge (Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current India & World)
Logical Reasoning (Analogies-Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and difference, word building, relationship concepts, Arithmetic number series-Semantic Series, Number Series, Coding and decoding- Small & Capital letters/numbers coding, decoding and classification)
Computer Literacy (Characteristics of Computers, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, information Kiosks)

SKILL TEST (Junior Secretariat Assistant)

Typing Test Typing Test only on computer Net typing speed English- 35 w.p.m. or Hindi - 30 w.p.m.	Qualify the typing test.
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point and internet.	100 marks. .