

Exam Pattern for Assistant (Rajbasha)

Part	Subject	No of Questions	Marks	Time	Marking
A	Hindi language & grammar	50	50	120 minutes	Objective type, +1 & - 0.25 pattern of marking.
B	General English	50	50		
C	Quantitative Aptitude & General Knowledge	50	50		
D	General Intelligence & Reasoning	50	50		

Indicative Syllabus

Hindi Language & Grammar and General English: Questions to test the candidate's understanding and knowledge of the languages and ability to write correctly, precisely and effectively, correct use of words, idioms & phrases, etc.

General Intelligence & Reasoning : Verbal & non-verbal type questions on Missing Number, Repeated Series, Analogy, Venn diagram, Logical arrangement of Words, Coding & decoding, Sitting arrangement, ranking arrangement, Dice, Cube & Cuboid, Calendar, Number Series, Coded equation, Clock, Directions, Counting figures, Problems based on Alphabets, Sequence, Mirror and Water Image etc.

Quantitative Aptitude: Questions on Number System, Percentages, Profit & Loss, Discount, Ratio & Proportion, Mixer & Allegation, Averages, Simple & Compound interest, Time & distance, Time & Work, Pipe & Cistern, Boat & Stream, Partnership, Surds & Indices, LCM & HCF, Simplification, Geometry (Triangles, Circles, Quadrilateral, Lines & Angles etc), Mensuration (Area, Perimeter, Volume etc), Trigonometry (Trigonometric Identities, Trigonometric Ratios, Circular measures of Angles, Heights & distance etc), Algebra (Factorisation, Coordinate Geometry, Polynomials, Sequence & Series, Algebraic identities, Linear equations etc), Statistics & data interpretation, etc.

General Knowledge: Questions to test the candidates' awareness of the environment around him and its applications to the society, current affairs of National & International importance etc. The test will also include questions on History, Culture, Geography, Science, Polity, Economy etc and computer awareness.

Skill Test (on Computer)

Indicative Syllabus

MS Word (for 35 marks) : Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Using Tool bars, Ruler, Using icons, using help; **Formatting documents-** Setting font styles, font selection - style, size, colour, etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering; **Setting Page Style-** Formatting Page, Page tab, Margins, Layout settings, Border & Shading, Column break and line break; **Creating Tables-** Table settings, Borders, Alignments, Insertion, Deletion, Merging, Splitting, Sorting and Formula; **Drawing-** Inserting Clip Arts, Pictures/Files etc ; **Tools-** Spell Checks, Mail Merge, Templates, Tracking changes, Security; **Printing documents;** **Shortcut Keys,** etc.

MS Excel (for 35 marks) : Spreadsheet & Its applications, Opening Spreadsheet, **Menus** - Main menu, Formula Editing, Formatting, Toolbars, Using help; **Working with Spreadsheets** -opening, saving files, setting margins; **Spreadsheet addressing-** rows, columns & cells, referring cells & selecting cells, Short-cut keys; **Entering & Deleting Data-** Entering data, cut, copy, paste, undo, redo, filling continuous rows/columns, highlighting values, find, search & replace, inserting data, insert cell, column/row & sheet, symbol, clipart, pictures, files etc, Inserting functions, manual breaks; **Setting formula-** finding total in a column/row, using other formulae; Formatting spreadsheets - Labelling columns & rows, formatting cell, row, column & sheet, Category - Alignment, font, border & shading, hiding/unhiding rows/columns, setting row height, column width; **Working with sheets-** Sorting, Filtering, Validation, consolidation and subtotal, creating charts - Drawing; Printing, Error checking, spell checks etc.

MS Power Point (for 30 marks) : Opening new presentation, different presentation templates, setting backgrounds, selecting presentation layouts; **Creating a presentation** – Setting presentation style, adding text to the presentation; **Formatting a presentation** – Adding style, colour, gradient fills, arranging objects, adding header & footer, Slide background, Slide layout; Adding graphics to the presentation – inserting pictures, table etc. into presentation etc.

Duration of test: 60 minutes.

Pass Criterion: 60% marks for UR category and 50% marks for reserved categories, strictly for consideration against notified reserved vacancies.

Skill Test (Hindi Typing)

Candidates have to type a given passage of 250 words in Hindi at a speed of 25 words per minute on Computer using INSCRIPT keyboard with UNICODE font.

Pass Criterion:

5% mistakes (maximum) for UR category.

8% mistakes (maximum) for reserved categories, strictly for consideration against notified reserved vacancies.
