

Syllabus for the post of Administrative Assistant (B), Post. Sr. No.08, Advt. No. 2025/02

1. Reasoning

Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding and Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter and Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency, Pie Chart, Bar Chart, Line Chart, Table Chart, etc.

2. General Aptitude

Averages, Number System, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Probability, Interest, Percentage, Ratio, Time and Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F and L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance, etc.

3. General Awareness and Current Affairs

General Awareness and Current Affairs: General Knowledge - Indian History, Indian Economy, Indian Culture, Environmental Science, Awards And Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, Indian and World Geography, Indian Politics, General Science, Computer Fundamentals, Hardware and Software Basics, Operating Systems, Internet and Networking, MS Office Suite, Computer Shortcuts and Abbreviations and Current Affairs, etc.

4. General English and Comprehension

General English and Comprehension: Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms And Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech, Comprehension, etc.

5. Government Rules

General Financial Rules (GFR), Procurement for Goods & Services, Works Contract, Tender processing, GeM procedures, CPPP, Inventory Management, Government Rules including FR/SR, Deputation, Establishment, Reservations and Concessions in Appointments, Disciplinary, Leave Rules, Pay Fixation Rules, LTC, Pension Rules, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, New Pension Scheme, RTI Act 2005, Children Education Allowance, Conduct Rules, DA and HRA, Deputation and Foreign Service, Leave Rules, Leave Travel Concession, Pay, Travelling Allowance, Theory base of Accounting; Capital & Revenue Expenditure – Classification; Classification of Vouchers; Accounting Equation, Double Entry System; Preparation of Trial Balance & Rectification of Errors; Adjustment Entries, Preparation of Income & Expenditure Accounts; Preparation of Final Accounts, Bank reconciliation Statement – meaning and preparation; Cash based & Accrual based system of Accounting; Measurement of Income; Indian Accounting Standards for Non-Profit Organization; Financial Statement of Central Autonomous Bodies, Income tax, GST, Academics rules, admission

procedures in higher educational institutions, Office Management- file maintenance, record management, Noting, Drafting, Office Procedures, etc.
