

# Syllabus for Written Test

## Section Officer Post

**Reasoning:** Verbal and Non-Verbal Reasoning, Analogies, Similarities, Differences, Space Visualization, Problem-Solving, Analysis, Judgment, Decision Making, Visual Memory, Discrimination, Observation, Relationship Concepts, Arithmetical Reasoning, Verbal and Figure Classification, Arithmetical Number Series, Verbal and Figure Classification, Arithmetical number Series, etc.

**Arithmetical & Numerical Ability:** Simplification, Decimals, Data Interpretation Fractions, L.C.M, H.C.F, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**General Awareness:** Current Events -National & International, History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National & International Organizations/ Institutions. Higher Education System, General Financial Rules, Fundamental Rules and Service Rules, General Office Procedures.

**English Language and Comprehension:** Comprehension, Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, Usage of Words.

### **Written Test:**

The written test will be in two parts.

Part I will contain the objective type multiple choice questions containing from the above syllabus.

Part II will contain descriptive questions to analyse the ability of the candidates about their writing skills, knowledge about administration, noting & drafting, rules & regulations or any topic from the syllabus for written test.

### **Skill Test:**

The candidates who obtain the qualifying marks in the written test as may be prescribed by the University will only be called for skill test. The skill test will be of qualifying nature and will be based on MS Office (MS Excel, MS Power Point and MS Word).