

Syllabus for Written Test for the post of Superintendent / Accountant / Secretary

Total Duration : One Hour

Total – 60 Marks

Part A : General Intelligence & Reasoning	- 15 Marks
Part B : General Awareness	- 15 Marks
Part C : Numerical Aptitude	- 15 Marks
Part D : English Comprehension	- 15 Marks

Questions will be of Descriptive / Objective Multiple Type Choice (No Negative Marking)

Part A : General Intelligence & Reasoning : Verbal and non verbal type questions, questions based on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, nonverbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

Part B : General Awareness : Questions in this component will be aimed at testing the candidates general awareness of the environment around him and job specific knowledge. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic Scenario, General Policy, Indian constitution, scientific research, Establishment, Account & Finance, General Financial Rules etc.

Part C : Numerical Aptitude : The questions will be designed to test the ability of appropriate use of numbers and use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

Part D : English Comprehension : Candidates ability to understand English, his basic Comprehension and Grammar , ability to prepare note sheet etc would be tested.

Separate test will be conducted for Candidate of post of Secretary in Stenography.
(Min 100 wpm)