Syllabus for the post of Junior Administrative Officer

Date of Examination: 19th August 2023
Reporting Time: 09:30 AM
Venue of Examination: College of Medical Technology, SGPGIMS, Lko

The Common Recruitment Test (CRT) will be of 01 hour duration & will be of 50 marks. It will contain multiple choice questions (MCQs):

- 10 Marks on General English.
- 10 Marks on General Knowledge.
- 10 Marks on Reasoning.
- 10 Marks on Mathematical Aptitude.
- 10 Marks on Computer Literacy.

Indicative Syllabus: For General Aptitude

A] Reasoning: It would include questions of both verbal and nonverbal type. This component may include questions on analogies, similarities and differences, spatial orientation, problem solving, Analysis, judgement, decision making, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non verbal series, coding and decoding, statement conclusion, etc the topics are, symbolic/ number analogy, figural analogy semantic classification, symbolic/Number Classification, Figural Classification, semantic series, number series, Figural series, problem solving, word building, coding & decoding, Numerical operations, symbolic operations Trends, space orientation, space Visualization, Venn diagrams, Drawing inferences, Punched hole/pattern-folding & unfolding. Figural pattern- Folding and completion, indexing. Address matching, Date & city matching, Classification of centre codes/roll numbers, small & capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thing, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

B] General Knowledge: Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in the scientific aspect as may be expected of any educated person. The test will also include questions relating to india and its neighboring countries especially pertaining history, culture geography, economic scene general policy & scientific research.

C] Mathematics Aptitude: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scopwe of the test will be computation of whole numbers, decimals, fractions and relationship between numbers percentage, Ration & Proportion, Square roots, Averages, Intrest, Profit & Loss, Discount, Partnership, Elementry Surds, Graphs of Linear Equation, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles

substended by chords of a circle common tangents to two or more circles, Triangle, Quadrilaterals, Regular polygons, Circle, Right Prism, Right circular cone, Right circular cylinder, Sphere, Hemispheres, Rectangular Parallelpiped, Regular right pyramid with triangular or square base, Trignometric ration, Degree and radian Measures, Standard Identities, Complementary Angles, Heights and Distances, Histogram, Frequency, polygon, Bar diagram & pie chart.

D] General English: Candidates ability to understand correct English, his basic comprehension and writing ability would be tested, Questions in thisa computer will be designed to test the candidates understanding and knowledge of English language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms and phrases. One word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, comprehension passage and any other English Language questions at the Level of Matriculation /Higher Secondary.

E] Computer literacy: Characteristics of computers, computer organization including RAM, ROM, File system, Input devices, Software understanding, Relationship between hardware and software, Operating system, MS office, Information technology and society Indian IT act, Digital signatures, Application of information technology in Government , E-office management.