

### Detail of syllabus for Mains exam (Descriptive type)

Name of post	Syllabus for descriptive exam	Reference Books
<p><b>Junior Secretariat Assistant</b></p>	<p><b>General English: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Vocabulary building</li> <li>- Comprehension passages</li> <li>- Grammar and sentence structure</li> <li>- Synonyms and antonyms</li> <li>- Idioms and phrases</li> <li>- Letter and email writing</li> <li>- Basic knowledge of English language usage</li> </ul> <p><b>General Knowledge and Current Affairs: (20 Marks)</b></p> <ul style="list-style-type: none"> <li>- Indian history, culture, and heritage</li> <li>- Indian polity and governance</li> <li>- Geography of India</li> <li>- Current events and developments in various fields</li> <li>- Science and technology advancements</li> <li>- Sports and games</li> <li>- Awards and honors</li> <li>- Indian economy and financial institutions</li> </ul> <p><b>Quantitative Aptitude: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Numerical ability and basic mathematical concepts</li> <li>- Arithmetic, including percentages, ratios, and proportions</li> <li>- Data interpretation and analysis</li> <li>- Time and work problems</li> <li>- Simple and compound interest</li> <li>- Profit and loss calculations</li> <li>- Time, speed, and distance</li> </ul>	<ol style="list-style-type: none"> <li>1. NCERT Books of English Grammar up to 10th Class</li> <li>2. General Knowledge Current Affairs And Who's Who? By Khanna and Verma. Upkar Prakashana</li> <li>3. Current Affairs By Arihant Experts. Arihant Publications India limited.</li> <li>4. Quantitative Aptitude for Competitive Examination By Vikas Experts. Vikas Publishing House</li> <li>5. Arithmetic &amp; Quantitative Aptitude for Competitive Exams. Published by Sura Books</li> <li>6. The Mental Ability, Logical Reasoning &amp; Problem Solving Compendium By Disha Experts. Disha Publication</li> <li>7. NCERT books up to standard 10 for Computer Science</li> <li>8. Pragya Kits available on <a href="https://chti.rajbhasha.gov.in/?9632?22">https://chti.rajbhasha.gov.in/?9632?22</a></li> <li>9. Effective Office Communications Noting &amp; Drafting in English &amp; Hindi. By Prof. Shital Parkash &amp; M. K. Agarwal. Published by Pustak Mahal.</li> </ol> <p><b>Note:</b> Applicants are advised to go through the topics of the syllabus carefully. Books mentioned here are just for reference and mere mention of any of these doesn't mean that questions will be asked from these books only.</p>

**Reasoning and Mental Ability: (10 Marks)**

- Verbal and non-verbal reasoning
- Logical reasoning and analytical ability
- Series completion and analogy
- Coding-decoding
- Blood relations
- Decision making and problem-solving
- Data sufficiency
- Critical thinking skills

**Computer Knowledge: (20 Marks)**

- Basic computer operations and concepts
- MS Office (Word, Excel, PowerPoint)
- Internet and email usage
- File management and data entry
- Computer hardware and software

**Clerical Skills: (30 Marks)**

- Record keeping and file management
- Data entry and typing skills
- Office correspondence and communication
- Knowledge of office procedures and protocols
- Handling phone calls and inquiries
- Maintaining appointment schedules
- Basic financial and accounting procedures