SYLLABUS FOR MTS

English Language
- Tenses, Nouns, Pronouns, Adjectives, Verbs, Articles, Figures of speech, Proverbs, Adverbs, Genders, Numbers (Singular & Plurals), Prepositions, Conjunctions, Word meanings, Spot the Error, Fill in the Blanks, Synonyms, Homonyms, Antonyms, Spellings/ Detecting misspell words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration.

Hindi Language
- काल, संज्ञा, सर्वनाम, विशेषण, क्रिया, अलंकार, क्रियाविशेषण, लिंग, वचन (एकवचन और बहुवचन), त्रुटि का पता लगाना, खाली स्थान भरना, समानार्थक/समानार्थी शब्द, विलोम शब्द, वर्तनी / गलत वर्तनी शब्द का पता लगाना, मुहावरे और वाक्यांश, एक शब्द प्रतिस्थापन, वाक्य सुधार, कारक, समास, लोकोक्तियाँ, विराम चिह्न, सन्धि, प्रत्यय, उपसर्ग, भाषा और बोली, वाक्य प्रकरण, शब्द ज्ञान, वाच्य, अंग्रेजी के पारिभाषिक (तकनीकी) शब्दों के समानार्थक हिन्दी शब्दों का ज्ञान।

General Intelligence and reasoning
- It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation ,Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding , Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Directions, Calendar, Clock, Alphabet series test, Ranking test, Sitting arrangement, Puzzle test.

Quantitative Aptitude:
- **Arithmetic**: Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Time and distance, Time and work. Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.
- **Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.
- **Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Regular Right Pyramid with triangular or square Base Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like sin2 + Cos2 =1 etc.,
- **Data Handling:** Mean, Median, Mode, Chance and Probability.

General Knowledge and Current Affairs
- Questions will test the candidate's general awareness of the environment around him and its application to society. Questions will also test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General policy and scientific research.

Computer
- **Knowing computer :** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
- **Operating Computer using GUI Based Operating System**: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.
- **Understanding Word Processing and M. S. Office:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document. Understanding of components of M.S. Office, M.S. word, M.S. excel sheets, M.S. power point etc.
- **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
- **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
- **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
- Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.