

APPENDIX - C**SYLLABUS DETAILS FOR THE POST OF JUNIOR ADMINISTRATIVE ASSISTANT****General Knowledge and Current affairs (35 marks)****General English (35 marks)**

Spotting the error in a sentence, Synonyms, Antonyms, sentence improvement, Idioms and Phrases, one word substitution, letter writing.

Computer Knowledge (15 marks)

What is a computer, Input devices, output devices, storage device, memory, RAM, ROM, Hardware, Software, Microsoft Office (Word, Excel, Power Point), Operating Systems, basics of Operating Systems, Generations of Operating systems, Types of Operating Systems.

Elementary mathematics (15 marks)

Arithmetic reasoning, algebra.