

**THE HIGH COURT OF MEGHALAYA  
SHILLONG**

**NOTIFICATION**

**(SYLLABUS DETAILS FOR THE POST OF JUNIOR ADMINISTRATIVE  
ASSISTANT)**

**Dated, Shillong 24<sup>th</sup> October, 2016**

**No.HCM.II/106/2016-Estt/ 4191** : The Syllabus details for Written Examination for the post of Junior Administrative Assistant, notified vide this Registry's Advertisement No HCM.II/98/2015/1673 dated 11<sup>th</sup> June 2015, is hereby published for information of all concerned.

**A. General Knowledge and Current Affairs (50 marks)**

**B. General English (50 marks)**

Spotting the error in a sentence, synonyms, antonyms, sentence improvement, idioms and phrases, one word substitution.

**C. Computer Knowledge (50 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.

**D. Elementary Arithmetic (50 marks)**

Arithmetic reasoning, algebra.

It is informed that the pattern of the Written Examination would be of 100 (hundred) multiple choice questions of 2 (two) marks each with a negative marking of 0.5 marks for each wrong answer. The qualifying marks for the Written Examination are 100 (hundred) marks.

**By Order,**

  
**REGISTRAR GENERAL**