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Syllabus for the post of Correspondence Clerk & Store Assistant

General Knowledge (Xth Level):	Logical Reasoning (Xth Level):
 Current Affairs- National & International 	Analogies.
Indian History	Similarities.
Indian Geography	Problem – Solving.
Indian Constitution	
Science & Technology	resident of the period
• Science & reclinology	Space Visualization.
	Arithmetical Number Series.
	Arithmetical Reasoning
•	
Quantitative Aptitude (Xth Level):	General English & Comprehension (Xth
Percentages.	Level):-
Time & Work.	Synonyms
Time & Distance.	Antonyms
Profit and Loss.	
	One word substitution
Simplification.	Error detection
Averages.	Idioms & Phrases
Problems on Ages.	Passage Comprehension
General Hindi (Xth Level):	Basic knowledge of Computer
Grammar.	Fundamental of computers
Vocabulary.	o CPU
Comprehension	
- VacancySarka	ari.como Hard Disk
• Fill in the Blanks. • Godff Godff	o Input/ Output Devices
Error Detection.	o knowledge of Number System
Antonyms.	Basic concept of Computer (Hardware
Synonyms.	& Software)
Phrases/Muhavare.	 Computer Software
	 Operating System
	 Computer language
	Basic knowledge of MS Office
	 MS word
	 MS excel
	 MS Power point
	Basic knowledge of Internet
	 Web browser
	o E-mail
	 Search Engines
	o Web servers
	 Basic knowledge of computer network
	o LAN
	o WAN
	o MODEM
	Basic knowledge of cyber security
	 Virus , Malware etc.
	o Warm
	 Internet security
	Network security
	o Firewall