

Syllabus for the post of Correspondence Clerk & Store Assistant

<p><u>General Knowledge (Xth Level) :</u></p> <ul style="list-style-type: none"> • Current Affairs- National & International • Indian History • Indian Geography • Indian Constitution • Science & Technology 	<p><u>Logical Reasoning (Xth Level):</u></p> <ul style="list-style-type: none"> • Analogies. • Similarities. • Problem – Solving. • Relationship Concepts. • Space Visualization. • Arithmetical Number Series. • Arithmetical Reasoning
<p><u>Quantitative Aptitude (Xth Level) :</u></p> <ul style="list-style-type: none"> • Percentages. • Time & Work. • Time & Distance. • Profit and Loss. • Simplification. • Averages. • Problems on Ages. 	<p><u>General English & Comprehension (Xth Level):-</u></p> <ul style="list-style-type: none"> • Synonyms • Antonyms • One word substitution • Error detection • Idioms & Phrases • Passage Comprehension
<p><u>General Hindi (Xth Level):</u></p> <ul style="list-style-type: none"> • Grammar. • Vocabulary. • Comprehension. • Fill in the Blanks. • Error Detection. • Antonyms. • Synonyms. • Phrases/Muhavare. 	<p><u>Basic knowledge of Computer</u></p> <ul style="list-style-type: none"> • Fundamental of computers <ul style="list-style-type: none"> ○ CPU ○ Memory ○ Hard Disk ○ Input/ Output Devices ○ knowledge of Number System • Basic concept of Computer (Hardware & Software) <ul style="list-style-type: none"> ○ Computer Software ○ Operating System ○ Computer language • Basic knowledge of MS Office <ul style="list-style-type: none"> ○ MS word ○ MS excel ○ MS Power point • Basic knowledge of Internet <ul style="list-style-type: none"> ○ Web browser ○ E-mail ○ Search Engines ○ Web servers • Basic knowledge of computer network <ul style="list-style-type: none"> ○ LAN ○ WAN ○ MODEM • Basic knowledge of cyber security <ul style="list-style-type: none"> ○ Virus , Malware etc. ○ Warm ○ Internet security ○ Network security ○ Firewall