Syllabus for Computer Based Test (CBT)

Name Of The Position	General Questions	Technical/Subject Matter Questions
	Total No. Of Questions : 60	Total No. Of Questions : 20
	Score : 1 Mark For Each Question	Score : 2 Mark For Each Question
Accounts Officer , Accountant, Executive Assistant (District), Executive Assistant(State),	**General Knowledge :** Economics Everyday Science Indian Constitution Indian Culture Indian Geography Indian History Indian Polity **Reasoning :** Arithmetical Reasoning Decision Making Problem Solving Similarities Space Visualization Verbal And Figural Classification Data Sufficiency Figural Series Completion **Numerical Ability** Percentages Time And Work Simplification Profit And Loss Time And Distance Averages Problem On Ages	General Hindi General English Fundamental Of Computers Basic Concept Of Computer(H/W & S/W) Basic Knowledge Of MS Office Basic Knowledge Of Internet Basic Knowledge Of Computer Network

Note : Level of difficulties for executive assistant positions will be fixed as per the job role. No negative marking for incorrect answer

Online Typing Speed Test

Name Of The Position	Typing Speed Test	Qualifying Criteria
1. Executive Assistant(State) 2. Executive Assistant (District)	**Hindi –** Minimum 20 words per minute , 200 words in 10 minutes	80% of Accuracy Must
	English – Minimum 25 words per minute , 250 words in 10 minutes	