

SYLLABUS FOR WRITTEN TEST

FOR THE POST OF MULTI TASKING STAFF

Written Test (in English and Hindi)

English (Matriculation Level): **25%**

English Language like Error recognition, Fill in the blanks (using verbs, prepositions, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words;

Hindi (Matriculation Level): **25%**

हिंदी भाषा जैसे त्रुटि पहचान, रिक्त स्थान भरना (क्रिया, पूर्वसर्ग, लेख आदि का उपयोग करके), एक शब्द प्रतिस्थापन, वाक्यों का सुधार, शब्दावली, वर्तनी, व्याकरण, वाक्य संरचना, समानार्थी, एंटीनिम्स, वाक्य पूर्णता, वाक्यांश और मुहावरेदार उपयोग शब्द;

General Awareness: **25%**

Current Affairs(at National Level), Cultural Heritage, Science & Technology , Indian Constitution, Sports & Athletes, Indian National Movement., Geography about India, History, General Polity, Economy, Scripts, Capitals & Countries, Symbols & Nations, Important Events, Books & Authors, International & National Awards, Scientific Developments, Indian Languages

Analytical Ability (Matriculation Level): **15%**

Data Interpretation, Number Series, Letter and Symbol Series, Analytical Reasoning, Verbal Classification, Analogies, Verbal Reasoning, Non-Verbal Reasoning

Computer Usage: **10%**

Computer Abbreviation, Components of Computer System, Central Processing Unit (CPU), Keyboard Shortcuts and Mouse, Internet, MS Word