

## **SYLLABUS FOR THE WRITTEN EXAMINATION AGAINST ADVT NO. 04/2017**

### **General Awareness:**

(1) Indian History, (2) Indian Geography, (3) Indian Economy (4) Public Administration in India [including Constitution & Democratic Federal Division of Governance]; (5) Agriculture & Allied Activities in West Bengal; (6) Science & Technology; and (7) Current Affairs.

### **Quantitative Aptitude (Arithmetic & Mensuration):**

(1) Simple Interest Calculation; (2) Compound Interest Calculation; (3) Percentage; (4) Profit & Loss; (5) Ratio & Proportions; (6) Unitary Method; (7) Time & Distance; (8) Time & Work; (9) Simplification; (10) Square & Square Roots; (11) Highest Common Factor (HCF); (12) Lowest Common Multiple (LCM); (13) Average and Problem of Age; (14) Decimal Fractions; (15) Elementary Mensuration.

### **Test of Reasoning:**

(1) Analogy; (2) Classification; (3) Series; (4) Missing Characters; (5) Blood Relations; (6) Number Sequence; (7) Raking Sequence ; (8) Time Sequence; (9) Coding-Decoding; (10) Problems based on Alphabets; (11) Venn Diagrams; (12) Cubes & Dice; (13) Analytical Reasoning; (14) Numerical Aptitudes; (15) Direction Test.

## **SYLLABUS FOR PRACTICAL TEST ON BASIC KNOWLEDGE IN COMPUTER**

(1) Test of basic knowledge in “MS Word” (2) Test of basic knowledge in “MS Excel” (3) Test of basic knowledge in “Net-Surfing” (4) Test of basic knowledge in “Power Point Presentation” (5) Test of basic knowledge in Uploading & downloading in and from Web Page (6) Test of Basic knowledge in sending e-mail

## **Syllabus for English Language (Subjective type)**

1. Letter Writing
2. Translation (from Bengali to English)
3. Report Writing
4. Comprehension
5. Grammar
6. Precise Writing
7. Paragraph Writing

## **Syllabus for Bengali Language (Subjective type)**

1. Letter Writing
2. Translation (from English to Bengali)
3. Report Writing
4. Comprehension
5. Grammar
6. Precise Writing
7. Paragraph Writing