Syllabus by JobsKhabar24.com - jobs news site by an ex-govt officer

- **Indicative Syllabus (Tier-I):**

- **General Intelligence & Reasoning:** Includes both verbal and non-verbal questions such as analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc. Topics include Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern folding & un-folding, Figural Pattern folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.

- **General Awareness:** Tests the candidates' general awareness of the environment and its application to society, knowledge of current events, and everyday observations and experiences. Includes questions related to India and its neighboring countries, History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

- **Quantitative Aptitude:** Tests the ability to use numbers and number sense. Topics include computation of whole numbers, decimals, fractions, relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities, Graphs of Linear Equations, Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

- **English Comprehension:** Tests the candidates' ability to understand correct English, basic comprehension, and writing ability.

- **Indicative Syllabus (Tier-II):**
- **Module-I of Session-I of Paper-I (Mathematical Abilities):**

- Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

- Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

- Algebra: Basic algebraic identities, Elementary surds, Graphs of Linear Equations.

- Geometry: Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

- Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

- Trigonometry: Trigonometric ratios, Complementary angles, Height and distances, Standard Identities.

- Statistics and Probability: Use of Tables and Graphs, Measures of central tendency, Calculation of simple probabilities.

- **Module-II of Section-I of Paper-I (Reasoning and General Intelligence):**

- Questions of both verbal and non-verbal type, including Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern folding & unfolding, Semantic Series, Figural Pattern folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and decoding, Numerical operations, Other sub-topics.

- **Module-I of Section-II of Paper-I (English Language and Comprehension):**

- Vocabulary, grammar, sentence structure, synonyms, antonyms, correct usage, Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings, Idioms & Phrases, One-word substitution, Improvement of Sentences, Active/Passive Voice, Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

- **Module-II of Section-II of Paper-I (General Awareness):**

- General awareness of the environment and its application to society, knowledge of current events, and everyday observations and experiences, questions related to India and its neighboring countries, History, Culture, Geography, Economic Scene, General policy, and scientific research.

- **Module-I of Section-III of Paper-I (Computer Proficiency):**

- Computer Basics: Organization of a computer, Central Processing Unit (CPU), input/output devices, computer memory, memory organization, backup devices, PORTs, Windows Explorer, Keyboard shortcuts.

- Software: Windows Operating system, basics of Microsoft Office (MS Word, MS Excel, PowerPoint).

- Working with Internet and emails: Web Browsing & Searching, Downloading & Uploading, Managing an Email Account, e-Banking.

- Basics of networking and cyber security: Networking devices and protocols, Network and information security threats (hacking, virus, worms, Trojan), preventive measures.

- **Paper-II (Statistics):**

  - Collection, Classification, and Presentation of Statistical Data.

  - Measures of Central Tendency.

  - Measures of Dispersion.

  - Moments, Skewness, and Kurtosis.

  - Correlation and Regression.

  - Probability Theory.

  - Random Variable and Probability Distributions.

  - Sampling Theory.

  - Statistical Inference.

  - Analysis of Variance.

  - Time Series Analysis.

  - Index Numbers.

- **Question Levels:**

  - Questions in Module-I of Section-I of Paper-I (Mathematical Abilities) will be of Matriculation Level.

  - Questions in Module-I of Section-II of Paper-I (English Language and Comprehension) will be of 10+2 Level.

  - Questions in Paper-II will be of Graduation Level.