Syllabus for Audit Assistant

i) Hindi & English

Hindi

- तत्सम ,तद्भव
- पर्यायवाची ,विलोम
- मुहावरे और लोकोक्तियाँ
- श्द्ध,-अश्द्ध वाक्य
- संधि-विच्छेद
- अलंकार और समास
- वचन, लिंग
- अनेकार्थी और वाक्य के लिए एक शब्द
- गदयांश आधारित प्रश्न

English

- Comprehension(one passage on which 5 questions asked)
- One word substitution
- Synonyms and Antonyms
- Spelling error
- Spotting error in sentences
- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
- Idioms and Phrases

ii) Mental ability/Reasoning/Arithmetic

Mental ability/Reasoning

- Analogies Semantic Analogy, Symbolic/Number Analogy, Figural Analogy
 - Similarities and differences
 - Word building
 - relationship concepts
 - Arithmetical reasoning
 - Arithmetic number series, Semantic Series, Number Series,
 - Coding and decoding Small & Capital letters/numbers coding, decoding and classification

Arithmetic

- Number System
- Time and Work
- Averages
- Percentages
- Profit and loss
- Ratio and Proportions
- Simple and Compound Interest
- Time and Distance
- Mixtures& Allegation
- Height and Distance

iii) General Awareness/Current affairs

- Indian Art, Culture , Dance & Music
- Indian History
- Indian Geography
- Indian Economy
- Indian Polity& Constitution
 - Science in Everyday life
- Scientific Research, awards
- Sports
- Current affairs- India & World

iv) Subject Knowledge

- 1 Introduction to Accounting Basics,
- 2 Income Statement
- 3 Balance Sheet Assets
- 4 Balance Sheet Liabilities and Stockholders' Equity
- 5 Statement of Cash Flows, Double Entry System, Single Entry System, Sample Transaction
- 6 Bank Reconciliation
- 7 Hire Purchase A/c, Branch A/c, Royalty A/c, Partnership A/c, Consignment A/c, Ratio Analysis
- 8 Auditing

Syllabus for Hindi Translator

i) Translation English to Hindi

- a) MCQ from English to Hindi sentence
- b) Hindi of English words including administrative words

ii) Mental ability/Reasoning/Arithmetic

Mental ability/Reasoning

- Analogies Semantic Analogy, Symbolic/Number Analogy, Figural Analogy
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iii) General Awareness/Current affairs

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- Indian History
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- Current affairs- India & World

iv) Subject Knowledge

- तत्सम, तद्भव
- · पर्यायवाची, विलोम
- मुहावरे और लोकोक्तियाँ
- श्द्ध,-अश्द्ध वाक्य
- संधि-विच्छेद
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- वचन, लिंग
- अनेकार्थी और वाक्य के लिए एक शब्द
- गद्यांश आधारित प्रश्न

Syllabus for Stenographer

i) Hindi & English

Hindi

- तत्सम, तदभव
- पर्यायवाची, विलोम
- मुहावरे और लोकोक्तियाँ
- श्द्ध,-अश्द्ध वाक्य
- संधि-विच्छेद
- अलंकार और समास
- वचन, लिंग
- अनेकार्थी और वाक्य के लिए एक शब्द
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Use of 'A', 'AN' and 'THE'

Idioms and Phrases

ii) Mental ability/Reasoning/Arithmetic

Mental ability/Reasoning

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 - Similarities and differences
 - Word building
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 - Arithmetical reasoning
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Arithmetic

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- Percentages
- Profit and loss
- Ratio and Proportions
- Simple and Compound Interest
- Time and Distance
- Mixtures& Allegation
- Height and Distance

iii) General Awareness/Current affairs

- Indian Art, Culture , Dance & Music
- Indian History
- Indian Geography
- Indian Economy
- Indian Polity& Constitution
 - Science in Everyday life
- Scientific Research, awards
- Sports
- Current affairs- India & World

iv) Knowledge of Computer

The questions on basic computer knowledge will be from Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks.

Syllabus for Female Staff Nurse

i) Hindi & English

Hindi

- तत्सम, तद्भव
- पर्यायवाची, विलोम
- मुहावरे और लोकोक्तियाँ
- श्द्ध,-अश्द्ध वाक्य
- संधि-विच्छेद
- अलंकार और समास
- वचन, लिंग
- अनेकार्थी और वाक्य के लिए एक शब्द
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- Spelling error
- Spotting error in sentences
- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
- Idioms and Phrases

ii) General Awareness/Current affairs

- Indian Art, Culture, Dance & Music
- Indian History
- Indian Geography
- Indian Economy
- Indian Polity & Constitution
- · Science in Everyday life
- Scientific Research, awards
- Sports
- Current affairs- India & World

iii) Mental ability/Reasoning

- Analogies Semantic Analogy, Symbolic/Number Analogy, Figural Analogy
 - Similarities and differences
 - Word building
 - relationship concepts
 - Arithmetical reasoning
 - Arithmetic number series, Semantic Series, Number Series,
 - Coding and decoding Small & Capital letters/numbers coding, decoding and classification

iv) Subject Knowledge

- a) Nursing art & Bio-Medical waste
- b) Anatomy & Physiology
- c) Microbiology & Hospital Infection control
- d) Medical Surgical Nursing & Intensive-care Nursing
- e) Mental Health-Psychiatric
- f) Midwifery & Gynaecology
- g) Pediatric nursing
- h) Community health Nursing -Hygiene

Syllabus for Catering Assistant

i) Hindi & English

Hindi

- तत्सम, तदभव
- पर्यायवाची ,विलोम
- मुहावरे और लोकोक्तियाँ
- शुद्ध,-अशुद्ध वाक्य
- संधि-विच्छेद
- अलंकार और समास
- वचन, लिंग
- अनेकार्थी और वाक्य के लिए एक शब्द
- गद्यांश आधारित प्रश्न

English

- Comprehension(one passage on which 5 questions asked)
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- Spotting error in sentences
- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
- Idioms and Phrases

ii) General Awareness/Current affairs

- Indian Art, Culture, Dance & Music
- Indian History
- Indian Geography
- Indian Economy
- Indian Polity & Constitution
- Science in Everyday life
- Scientific Research, awards
- Sports
- · Current affairs- India & World

iii) Mental ability/Reasoning

- Analogies Semantic Analogy, Symbolic/Number Analogy, Figural Analogy
 - Similarities and differences
 - Word building
 - relationship concepts
 - Arithmetical reasoning
 - Arithmetic number series, Semantic Series, Number Series,
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iv) Subject Knowledge

- Safety precaution and Identifying and preventing hygiene risks for self and others.
- Different Types of Fuels used in the Kitchen.
- Explanation of all the common culinary terms with examples.
- Introduction of Different type of cuisine
- Aims and objectives and Methods of quality Cooking of the Food.
- Identification of Raw material, its classification
- Principles of Menu planning.
- Menu Compilation
- manufacturing of various foods and technique to avoid adulteration
- Knowledge of Indian & other countries Bakery, Confectionary and Dessert

Syllabus for Lower Division Clerk/Storekeeper

i) Hindi & English

Hindi

- तत्सम, तदभव
- पर्यायवाची, विलोम
- म्हावरे और लोकोक्तियाँ
- शुद्ध,-अशुद्ध वाक्य
- संधि-विच्छेद
- अलंकार और समास
- वचन, लिंग
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- Spelling error
- Spotting error in sentences
- Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'
- Idioms and Phrases

ii) Mental ability/Reasoning/Arithmetic

- Analogies Semantic Analogy, Symbolic/Number Analogy, Figural Analogy
 - Similarities and differences
 - Word building
 - relationship concepts
 - Arithmetical reasoning
 - Arithmetic number series, Semantic Series, Number Series,
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iii) General Awareness/Current affairs

- Indian Art, Culture, Dance & Music
- Indian History
- Indian Geography
- Indian Economy
- Indian Polity& Constitution
 - Science in Everyday life
- Scientific Research, awards
- Sports
- Current affairs- India & World

iv) Arithmetical ability

- Number System
- Time and Work
- Averages
- Percentages
- Profit and loss
- Ratio and Proportions
- Simple and Compound Interest
- Time and Distance
- Mixtures & Allegation
- Height and Distance

iv) Knowledge of Computer

The questions on basic computer knowledge will be from Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks.

Syllabus for Laboratory Attendant

i) Hindi & English

Hindi

- तत्सम, तदभव
- पर्यायवाची, विलोम
- म्हावरे और लोकोक्तियाँ
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- संधि-विच्छेद
- अलंकार और समास
- वचन, लिंग
- अनेकार्थी और वाक्य के लिए एक शब्द
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Mental ability/Reasoning

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iii) General Awareness/Current affairs

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- Sports
- Current affairs- India & World

iv) General Science

- a) Physics
- b) Chemistry
- c) Biology

Refer; Class 8 NCERT syllabus