<table>
<thead>
<tr>
<th>Topics</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Knowledge</td>
<td>• Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States &amp; Union Territories / International Organizations.</td>
</tr>
<tr>
<td></td>
<td>• General Science: Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology</td>
</tr>
<tr>
<td></td>
<td>• Sports &amp; Games</td>
</tr>
<tr>
<td></td>
<td>• Important Events/ Movements / Leaders / Places / Years</td>
</tr>
<tr>
<td></td>
<td>• Writers – Authors – Biography - Autobiography</td>
</tr>
<tr>
<td></td>
<td>• Abbreviations</td>
</tr>
<tr>
<td>General English</td>
<td>• Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms &amp; Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural</td>
</tr>
<tr>
<td>Reasoning</td>
<td>• Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence</td>
</tr>
<tr>
<td>Quantitative Aptitude</td>
<td>• Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations &amp; Combinations / Probability.</td>
</tr>
</tbody>
</table>
### SYLLABUS FOR PART-B

#### DETAILED SYLLABUS OF PROJECT ASSISTANT (COMMERCIAL)

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Topics</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1     | Office Administration         | • Office procedures  
• Record keeping and maintenance of files  
• Official correspondence  
• Business Communication- Office etiquettes, E-mail correspondence  
• Duties and responsibilities of Office Assistants  
• Paperless office and Digitalized environment  
• E-commerce  
• Cyber security                                                                 |
| 2     | Computers & Devices           | • Basic Computer terminology  
• History of computers  
• Devices- Input, Output devices  
• Memory and types of memory                                                                 |
| 3     | Uses and applications         | • MS Office - MS Word, Excel etc  
• Data entry  
• Computer networks, Maintenance, Data storage  
• Operating systems-Windows  
• Basics of Internet, ERP                                                                 |