

SCHEME & SYLLABUS OF EXAMINATION OF PART-I FOR POST NO. 10

JUNIOR ASSISTANT

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
			60	180	72
Part-I	Section 'A'	• General Knowledge & General Knowledge of Rajasthan: 1. Events of State, National and International importance 2. Geography and Natural Resources of India and Rajasthan 3. Agricultural, Social and economic development of India Rajasthan 4. Indian Medieval History, Indian struggle for Independence,, and History of Rajasthan 5. Culture and heritage of India and Rajasthan	15	45	
	Section 'B'	• General Science : 1. Elements, Mixtures and Compounds 2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis 3. Metals and Non Metals 4. Acids, bases and Salts 5. Reflection of light and its laws, lenses, human eye, defects of vision and its correction	15	45	

		6. Electric current, Electric potential, Ohms law , electric cell and Electric motor 7. Human Brain, hormones, human diseases and cure 8. Economic importance of animals and plants 9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes 10. Human blood groups, blood transfusion, Deficiency diseases and cure			
	Section 'C'	Quantitative Aptitude & Reasoning	15	45	
	Section 'D'	Basic Computer Skills 1. Introduction to Computers 2. Computer Systems 3. Uses of Computers 4. Introduction to the Internet & Search Engines, Internet Applications 5. Operating system, 6. MS Word Advance 7. Database Management System 8. MS Excel Advance 9. MS PowerPoint Basics 10. Microsoft Outlook-Basics	15	45	

POST NO.10 JUNIOR ASSISTANT**SCHEME AND SYLLABUS OF EXAMINATION OF PART-II**

Part	Section	Subject /Syllabus	No. of Questions		Maximum Marks	
Part-II	Section 'A'	सामान्य हिन्दी 1. संधि और संधि विच्छेद 2. समास, भेद, सामासिक पदों की रचना व विग्रह 3. उपसर्ग एवं प्रत्यय 4. विलोम शब्द एवं अनेकार्थक शब्द 5. विरामचिह्न 6. ध्वनि एवं उसका वर्गीकरण 7. पारिभाषिक शब्दावली (अंग्रेजी भाषा के पारिभाषिक शब्दों के समानार्थक शब्द) 8. शब्द शुद्धि (अशुद्ध शब्दों का शुद्धिकरण) 9. वाक्य शुद्धि (अशुद्ध वाक्यों का शुद्धिकरण) 10. मुहावरे एवं लोकोक्तियाँ 11. पत्र एवं उसके प्रकार—कार्यालयी पत्र के प्रारूप के विशेष सन्दर्भ में	90	30	270	90
	Section 'B'	General English 1. Use of Articles and Determiners 2. Tense/sequence of Tenses 3. Voice : Active and Passive 4. Narration : Direct and Indirect 5. Use of Prepositions 6. Translation of Ordinary/Common English sentences into Hindi and vice-versa 7. Synonyms and Antonyms 8 Comprehension of a given passage		30		90

		8. Glossary of official, Technical terms (with their Hindi version) 9. Letter writing: Official, Demi-official, Circulars and Notices. Note: Questions on letter writing will also be objective regarding the structure of a letter.				
	Section 'C'	Mathematics 1. Real Numbers 2. Polynomials 3. Pair of Linear Equations in Two Variables 4. Quadratic Equations 5. Arithmetic Progressions 6. Triangles 7. Coordinate Geometry 8. Trigonometry & its applications 9. Mensuration (Cylinder, Circles, Polygons, Rectangles, Squares, Trapezium, Parallelogram, Rhombus, Cube and Cuboid)- Surface Areas and Volumes, Area and Perimeter 10. Statistics and Probability		30		90

Note : Only those candidates, who have qualified the written examination, will be called for Proficiency test.

The number of candidates called for Proficiency Test would be three times the number of vacancies advertised for the post but in the said range although candidates who secure the same percentage of marks shall be included.

SCHEME AND SYLLABUS OF EXAMINATION OF PROFICIENCY TEST FOR JUNIOR ASSISTANT

Papers	Sections	Duration	Maximum Marks	Qualifying Marks
Paper-I	(i) Typewriting in Hindi on Computer			
	(a) Speed Test	10 Minutes	25	10
	(b) Efficiency Test	10 Minutes	25	10
Paper-II	(i) Typewriting in English on Computer			
	(a) Speed Test	10 Minutes	25	10
	(b) Efficiency Test	10 Minutes	25	10
			100	40

It will be necessary for a candidate to do typing work on computer and he will bring his own pen & pencil for test.