

OFFICE ASSISTANT

Section	Sl. No.	Topics	
Section I - Domain	A	Quantitative Aptitude	
	1	Percentages.	
	2	Time & Work.	
	3	Time & Distance.	
	4	Profit and Loss.	
	5	Simplification.	
	6	Averages.	
	7	Problems on Ages.	
		B	General Knowledge
	1	Current Affairs - National & International	
	2	Indian History.	
	3	Indian Geography.	
	4	Indian Constitution.	
	5	Indian Culture & Heritage.	
	6	Indian Polity.	
	7	Science & Technology	
		C	Logical Reasoning
	1	Analogies	
	2	Similarities	
	3	Problem Solving	
	4	Difference	
	5	Analysis	
	6	Relationship Concepts	
	7	Observation	
	8	Verbal & figure Classification	
	9	Space visualization	
	10	Decision making	
	11	Arithmetical number series	
	12	Arithmetical reasoning	
	13	Judgement	
	14	Visual memory	
	15	Discrimination	
		D	General English & Comprehension
	1	Synonyms	
	2	Antonyms	
3	One word substitution		
4	Error detection		
5	Idioms & Phrases		
6	Passage comprehension		
	E	General Hindi	
1	Grammer		
2	Vocabulary		
3	Comprehension		
4	Fill in the blanks		
5	Error detection		
6	Antonyms		
7	Synonyms		
8	Phrases / Muhawara		
Section	Sl. No.	Topics	
Computer Proficiency		Computer	
	1	Office Package	
	2	E mail & Internet	
	3	Basic knowledge	