

Jr Asst/Jr Clerk Syllabus:

General English

	Synonyms And Antonyms, Homonyms
	Spelling Test/Cloze Test
	Fill in the Blanks
Vocabulary	Idioms & Phrases
	One Word Substitution
	Sentence or Phrase Improvement
	Word Association
	Active and Passive Voice
	Direct & Indirect Speech
Grammar	Fill in Blanks – Conjunction, Preposition, Tenses, etc.
	Sentence Correction/Error Spotting
	Multiple Meaning
Rearrangement of Sentences	Para Jumbles/ Jumbled Sentence
	Paragraph Completion
Comprehension	Reading Comprehension

Reasoning

- Analogies
- Similarities and differences
- Space visualization
- Spatial orientation
- Problem-solving
- Analysis
- Judgment
- Blood Relations
- Decision making
- Visual memory
- Discrimination
- Observation
- Relationship concepts
- Arithmetical reasoning
- Figural classification
- Arithmetic number series

- Non-verbal series
- Coding and decoding
- Statement conclusion
- Syllogistic reasoning

Quantitative Aptitude

1. Algebra
2. Allegations and mixtures
3. Area
4. Problems on Age
5. Averages, Mean, Median and Mode
6. Boat Problems
7. Chain rule
8. Discount
9. Data Interpretation
10. Games and Races
11. Heights and distances
12. Inequalities
13. Number Series
14. LCM and HCF
15. Linear Equations
16. Logarithms
17. Number theory
18. Number System – Fractions, Decimals
19. Partnerships
20. Percentage
21. Permutation and Combinations
22. Pipes and Cisterns
23. Points, lines and angles
24. Probability
25. Profit and Loss
26. Progressions
27. Quadratic Equations
28. Ratio and Proportions
29. Remainder theorem and unit digit
30. Sets and Venn Diagrams
31. Simple and Compound Interest
32. Simplification and Approximation
33. Speed, Distance and Time
34. Stocks and shares
35. Data Sufficiency
36. Surds, Indices, Exponents, and Powers
37. Surface area
38. Time and Work
39. Problems on Train

40. Trigonometry
41. Volumes
42. Work and Wages

General Knowledge

Current events of national and international importance.

Subject Knowledge

1. History of British Rules in India and Freedom Struggle
2. Indian Constitution
3. Salient features of World Physical Geography
4. Physical Geography of India & Odisha
5. Important aspects of Governance, Transparency & Accountability, e-governance, Role of Civil
6. Service in democracy, Indian Economy and issues relating to Planning, growth, Development and employment, Poverty Alleviation, Resource Mobilization and inflation.
7. Defence & Indian Armed Forces
8. Scientific Inventions and use of Science in everyday life, issues of environmental, ecology,
9. Biodiversity & Climate change.
10. Important National & International Institutions, Organizations and flora — their Structure, mandate etc.
11. MS Windows: Introduction of Windows
12. MS Office: MS Word, MS PowerPoint, MS Excel & MS Access
13. Basic questions on Computer 10th level
14. ବ୍ୟାକରଣ: କ୍ରିୟା, ଭ୍ରମ ସଂଶୋଧନ/ଚିହ୍ନଟ, କାଳ (ଅତୀତ/ ବର୍ତ୍ତମାନ/ଭବିଷ୍ୟତ), ଭାଷାଜ୍ଞାନ ପରୀକ୍ଷା: ପ୍ରତିଶବ୍ଦ, ବିପରୀତ ଅର୍ଥବୋଧକ ଶବ୍ଦ, କ୍ରିୟା ବିଶେଷଣ, କର୍ତ୍ତା କ୍ରିୟା ସମ୍ବନ୍ଧ, ଅନୁଛେଦ, ବାକ୍ୟ ପୁନର୍ବିନ୍ୟାସ