



# অসম লোকসেৱা আয়োগ

## ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781 022

No.104 PSC/Estt-14/2013-14

Dated Guwahati the 5<sup>th</sup> October, 2015

### SYLLABUS FOR JR ADMINSTRATIVE ASSISTANT (MAIN) EXAMINTION (FOR THOSE WHO QUALIFY IN THE SCEENING TEST HELD ON 30.08.2015)

Sl	Paper	Subject	Description	Total marks	Time
(i)	I	GENERAL ENGLISH	Essay writing	100	3 hours
			Comprehension		
			Grammar		
		GENERAL KNOWLEDGE	Current Events		
			History of Assam		
			Independence Movement		
			Constitution of India		
QUANTITATIVE APTITUDE	HSLC standard				
(ii)	II	PRECIS WRITING (English or in Assamese)	Unseen passage	100	3 hours
		DRAFTING (English or in Assamese)	2(two) numbers		
(iii)	III	GENERAL ASSAMESE/ ALTERNATIVE ENGLISH	Note writing	50	2 hours
			Letter writing		
			Amplification		
			Develop a story from outline		
(iv)	IV	ELEMENTARY KNOWLEDGE ON COMPUTER (Multiple Choice Questions)	MS-word, MS-excel, MS-Access, Power Point, Internet, Basic knowledge on computer hardware and software	50	1 hour

*sdl*  
Secretary

Assam Public Service Commission  
Khanapara, Guwahati-22

Dated Guwahati the 5<sup>th</sup> October, 2015

No.104 PSC/Estt-14/2013-14 (A)

Copy forwarded to:-

1. The PS to Hon'ble Chairman APSC for kind appraisal of the Hon'ble Chairman.
2. All Hon'ble Members APSC, for favour of information.
3. The Principal Controller of Examinations, APSC.
4. Asstt. Programmer, APSC. He is requested to upload the notification in website.
5. Order file.

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Secretary  
Assam Public Service Commission  
Khanapara, Guwahati-22