



No. IIE: 14/2015/ 777/OSSC;

Date: 03.03.2016

ADDENDUM

(SYLLABUS FOR THE POST OF JUNIOR ASSISTANT AND JUNIOR CLERK)

In continuation to the Advertisement No.4282/OSSC dated 15.09.2015 ,Corrigendum No. 4834/OSSC dated 28.10.2015 the syllabus of Main (Written) Examination for recruitment to the post of Junior Assistant and Junior Clerk is as follows.

Scheme and Subjects for the Main(Written) Examination

The written test shall be of three papers as detailed below:

Papers	Subjects	Maximum marks	Time
WRITTEN TEST			
Paper-I	Language Test (English)	50	2 Hours
	Language Test (Odia)	50	
Paper-II	General Knowledge(Objective)	100	1hour 30 minutes
Paper-III	Mathematics(Objective)	100	3 hours
	& Basic Computer Skill (Objective)	100	
Total		400	
PRACTICAL SKILL TEST			
	Basic Computer Skills (minimum qualifying marks-30)	50	1 hour

- (i) The standard of examination shall be equivalent to that of Higher Secondary Examination.
- (ii) Those who will qualify the written test shall be called for the practical skill test. The candidates numbering about three times category wise vacancies shall be called for computer skill test.
- (iii) The practical skill test shall be of qualifying nature. The candidates who secure minimum **30 marks** in the computer skill test will qualify to be included in the merit list basing on the total marks secured in the main written examination.

Syllabus of Main (Written) Examination

Paper-I

(a) Language Test (English and Odia):

1. English Language Test: (50 marks)

(i) GRAMMAR (20 marks)

Verbs, Tenses, Modal, Active and Passive Voice, Subject-verb concord, non-finite verb form (infinitives and participles), Sentence Structure, Connectors, Types of sentences, Types of Phrases and Clause, Direct & Indirect speech, Comparison, Determiners, Pronouns, Prepositions.

(ii) Unseen passage (400-450 words in length) with a variety of Comprehension questions including vocabulary **(10 marks)**

(iii) (1) Essay writing on familiar topics (within 250 words) **(10 marks)**

(2) Letter writing (Personal letter, applications, Business and Official) (within 150 words) **10 marks**

2. Odia Language Test: (50 marks)

(i) GRAMMAR (20 marks)

(i) Transformation of sentences **(02 marks)**

- a. Affirmative, Negative, Interrogative, Exclamatory
- b. Simple, Compound, Complex

(ii) Transformation of words (noun to adjective and adjective to noun) **(02 marks)**

(iii) Sandhi **(02 marks)**

(iv) Samasa **(03 marks)**

(v) Antonyms and Synonyms **(02 marks)**

(vi) Correction of common errors in words **(03 marks)**

(vii) Idioms and Phrases **(02 marks)**

(viii) Taddhita and Krudanta **(02 marks)**

(ix) Punctuation marks **(02 marks)**

Composition (20 marks)

Essay writing on familiar topics and personality (within 250 words) (10 marks)

- (i) Letter Writing(Personal letter, applications, Business and Official) within 150 words) (05 marks)
- (ii) Translation(one English passage of around 100 words to be translated into Odia) (05 marks)

Comprehension of an unseen passage ((5x2)= 10 marks)

Five short questions to be asked.

Paper-II

(b) General Knowledge (100 marks) (Objective type)

In this category, there shall be a series of questions of different categories like:

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, countries and institutions with headquarters,
- (d) Books and authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities and,
- (g) Matching questions of miscellaneous type.

Paper-III

(c) Mathematics (100 marks) (Objective type)

- (i) Fractions and Decimals
- (ii) Percentage
- (iii) Average
- (iv) Simple Interest and Compound Interest
- (v) Rates and Taxes, Insurance
- (vi) Profit, Loss and Discount
- (vii) Mixtures
- (viii) Partnership
- (ix) Problems on Time & Work

- (x) Problems on Time and Distance
- (xi) Ratio and Proportion
- (xii) Statistics.

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

d. Basic Computer Skills (100 marks) (Objective type)

- (a) MS Windows: Introduction of Windows
- (b) MS Office: MS Word, MS Power Point, MS Excel & MS Access

11. Practical Skill Test: Topics for practical test:

I. WINDOWS operating system

To test some of the following basic system operations on file/folder(s):

- *Create, Rename, Copy/Cut/Paste, Delete,
- *Using Clipboard

II. MS Word.

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination

- *Editing and Formatting text and paragraph
- *Page and Paragraph Setup
- *Inserting pictures and WordArt.

III. MS Power Point

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination.

- *Editing and formatting slides

IV. MS Excel

A problem in spreadsheet related to some of the tools given below to be tested during the examination.

- *Formatting cells and data
- *Functions and Formulae (Relative, absolute and Mixed reference).

V. MS Access

A problem in MS Access related to some of the tools given below to be Tested during the examination

- *Creating and entering data into a database
- *Setting the primary key
- *Printouts of the document(s) should be attached with the answer Sheets.

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SECRETARY
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