Paper –I: [For all post codes]

PART- I : General English Test :-
1. Noun & Pronoun; 2. Verb; 3. Infinitive & Gerund; 4. Tense; 5.Mood & Voice; 6. Adverb & Conjunctive; 7. Adjective & Degree (Positive, Comparative & Superlative); 8. Preposition; 9. Synonyms, 10. Antonyms; 11. Phrases & Idioms 12. Spelling Mistake detection; 13. Interrogative Sentence; 14. Spotting of Error in a Sentence.

PART-II : Logical Reasoning & Aptitude Test : -
1. Analogy; 2. Classification; 3. Series; 4. Missing Characters; 5.Blood Relations; 6.Number Sequence; 7. Raking Sequence ; 8. Time Sequence; 9.Coding-Decoding; 10. Problems based on Alphabets; 11. Venn Diagrams; 12.Cubes & Dice; 13. Analytical Reasoning; 14. Numerical Aptitudes; 15. Direction Test.

PART-III :- Basic Arithmetic Test: -
1. Simple Interest Calculation; 2.Compound Interest Calculation; 3.Percentage; 4.Profit & Loss; 5.Ratio & Proportions; 6.Unitary Method; 7.Time & Distance; 8.Time & Work; 9.Simplification; 10.Square & Square Roots; 11. Highest Common Factor (HCF); 12. Lowest Common Multiple (LCM); 13.Average and Problem of Age; 14.Decimal Fractions; 15.Elementary Mensuration.

PART-IV :- General Knowledge Test : -

(1) Indian History, (2) Indian Geography, (3) Indian Economy (4) Public Administration in India [including Constitution & Democratic Federal Division of Governance]; (5) Agriculture & Allied Activities in West Bengal; (6) Science & Technology; and (7) Current Affairs

PART-V: Computer Knowledge Test (MS Office & internet use): -
1. Test of basic knowledge in "MS Word" 2. Test of basic knowledge in "MS Excel" 3. Test of basic knowledge in "Net-Surfing" 4. Test of basic knowledge in "Power Point Presentation" 5. Test of basic knowledge in Uploading & downloading in and from Web Page.

Paper-II: Computer Science [for post code 011501 and 011504]

C Programming Basics, MS Office, Windows OS and Programming, DBMS, Data Communication and Networking, Network Security, Web Technologies, Basic Programming concepts, Basics of Hardware (Microprocessor, Timer, ALU etc.), Software Engineering, Operating System, Computer Organization

Paper-II:Marketing Management [for Post Code011507]

- ➢ Marketing Management- Meaning and importance

- ➢ Functions of Marketing

- ➢ Difference between Selling and Marketing

- Marketing concept
  1. Exchange Concept
  2. Production Concept
  3. Product Concept
  4. Selling Concept

- Marketing Mix

- Segmentation
  1. Requirement of Market Segmentation
  2. Benefits of Segmentation
  3. Aggregation and Segmentation
  4. Basic Segmenting Market

- Targeting
  1. Evaluation of Market Segments
  2. Selecting of Market Segments

- Positioning

- Marketing Environments
  1. Consumer Needs and Motivation
  2. Consumer Perception
  3. Group Dynamics
  4. Social surrounding and its impact on Marketing
  5. Consumer Behaviour- Importance and Application in Marketing

- Advertising
  1. How advertising budget is decided?
  2. Different Advertising Media

- Personal Selling and its objectives

- Sales Promotion- important tools of Sales Promotion

- Relationship Marketing
  1. Meaning of Relationship Marketing
  2. Relationship Marketing Vs. Marketing relationship
  3. Characteristics of Relationship Marketing
  4. Importance and principles of Relationship Marketing

- Basic Concepts of Modern-day Banking

- Role of Reserve Bank of India and NABARD in credit delivery mechanism