

## **SYLLABUS**

### **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. Ranking 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.