

## SCHEME & SYLLABUS OF EXAMINATION OF PART-I

### JUNIOR ASSISTANT

<b>Part</b>	<b>Section</b>	<b>Subject/Syllabus</b>	<b>No. of questions</b>	<b>Maximum Marks</b>	<b>Qualifying Marks</b>
<b>Part-I</b>			<b>60</b>	<b>180</b>	<b>72</b>
	<b>Section 'A'</b>	<ul style="list-style-type: none"> <li>• <b>General Knowledge &amp; General Knowledge of Rajasthan:</b> <ol style="list-style-type: none"> <li>1. Events of State, National and International importance</li> <li>2. Geography and Natural Resources of India and Rajasthan</li> <li>3. Agricultural, Social and economic development of India and Rajasthan</li> <li>4. Indian Medieval History, Indian struggle for Independence, and History of Rajasthan</li> <li>5. Culture and heritage of India and Rajasthan</li> </ol> </li> </ul>	15	45	
	<b>Section 'B'</b>	<ul style="list-style-type: none"> <li>• <b>General Science: (upto class X)</b> <ol style="list-style-type: none"> <li>1. Elements, Mixtures and Compounds</li> <li>2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis</li> <li>3. Metals and Non-Metals</li> <li>4. Acids, bases and Salts</li> <li>5. Reflection of light and its laws, lenses, human eye, defects of vision and its correction</li> </ol> </li> </ul>	15	45	

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		<ol style="list-style-type: none"> <li>6. Electric current, Electric potential, Ohms law, electric cell and Electric motor</li> <li>7. Human Brain, hormones, human diseases and cure</li> <li>8. Economic importance of animals and plants</li> <li>9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes</li> <li>10. Human blood groups, blood transfusion, Deficiency diseases and cure</li> </ol>		
	Section 'C'	<ul style="list-style-type: none"> <li>• Quantitative Aptitude &amp; Reasoning</li> </ul>	15	45
	Section 'D'	<ul style="list-style-type: none"> <li>• <b>Basic Computer Skills</b></li> </ul> <ol style="list-style-type: none"> <li>1. Introduction to Computers</li> <li>2. Computer Systems</li> <li>3. Uses of Computers</li> <li>4. Introduction to the Internet &amp; Search Engines, Internet Applications</li> <li>5. Operating system,</li> <li>6. MS Word Advance</li> <li>7. Database Management System</li> <li>8. MS Excel Advance</li> <li>9. MS PowerPoint Basics</li> <li>10. Microsoft Outlook-Basics</li> </ol>	15	45

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## SCHEME AND SYLLABUS OF EXAMINATION OF PART-II

### JUNIOR ASSISTANT

<b>Part</b>	<b>Section</b>	<b>Subject /Syllabus</b>	<b>No. of Questions</b>	<b>Maximum Marks</b>	<b>Qualifying Marks</b>
<b>Part-II</b>			<b>90</b>	<b>270</b>	<b>108</b>
	Section 'A'	<b>सामान्य हिन्दी (upto class X)</b> <ol style="list-style-type: none"> <li>1. संधि और संधि विच्छेद</li> <li>2. समास, भेद, सामासिक पदों की रचना व विग्रह</li> <li>3. उपसर्ग एवं प्रत्यय</li> <li>4. विलोम शब्द एवं अनेकार्थक शब्द</li> <li>5. विरामचिह्न</li> <li>6. ध्वनि एवं उसका वर्गीकरण</li> <li>7. पारिभाषिक शब्दावली (अंग्रेजी भाषा के पारिभाषिक शब्दों के समानार्थक शब्द)</li> <li>8. शब्द शुद्धि (अशुद्ध शब्दों का शुद्धिकरण)</li> <li>9. वाक्य शुद्धि (अशुद्ध वाक्यों का शुद्धिकरण)</li> <li>10. मुहावरे एवं लोकोक्तियाँ</li> <li>11. पत्र एवं उसके प्रकार—कार्यालयी पत्र के प्रारूप के विशेष सन्दर्भ में</li> </ol>	30	90	

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	Section 'B'	<p><b>General English (upto class X)</b></p> <ol style="list-style-type: none"> <li>1. Use of Articles and Determiners</li> <li>2. Tense/sequence of Tenses</li> <li>3. Voice : Active and Passive</li> <li>4. Narration : Direct and Indirect</li> <li>5. Use of Prepositions</li> <li>6. Translation of Ordinary/Common English sentences into Hindi and vice-versa</li> <li>7. Synonyms and Antonyms 8 Comprehension of a given passage</li> <li>8. Glossary of official, technical terms (with their Hindi version)</li> <li>9. Letter writing: Official, Demi-official, Circulars and Notices.</li> </ol> <p><b>Note:</b> Questions on letter writing will also be objective regarding the structure of a letter.</p>	30	90	
	Section 'C'	<p><b>Mathematics (upto class X)</b></p> <ol style="list-style-type: none"> <li>1. Real Numbers</li> <li>2. Polynomials</li> <li>3. Pair of Linear Equations in Two Variables</li> <li>4. Quadratic Equations</li> <li>5. Arithmetic Progressions</li> <li>6. Triangles</li> <li>7. Coordinate Geometry</li> <li>8. Trigonometry &amp; its applications</li> </ol>	30	90	

		<p>9. Mensuration (Cylinder, Circles, Polygons, Rectangles, Squares, Trapezium, Parallelogram, Rhombus, Cube and Cuboid)- Surface Areas and Volumes, Area and Perimeter</p> <p>10. Statistics and Probability</p>		
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**Note :** Only those candidates, who have qualified the written examination, will be called for Proficiency test.

The number of candidates called for Proficiency Test would be five times the number of vacancies advertised for the post but in the said range although candidates who secure the same percentage of marks shall be included.

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## SCHEME AND SYLLABUS OF EXAMINATION OF PROFICIENCY TEST FOR JUNIOR ASSISTANT

<b>Papers</b>	<b>Sections</b>	<b>Duration</b>	<b>Maximum Marks</b>	<b>Qualifying Marks</b>
<b>Paper-I</b>	Typewriting in Hindi on Computer (Speed Test)	10 Minutes	25	10
	Efficiency Test	10 Minutes	25	10
<b>Paper-II</b>	Typewriting in English on Computer (Speed Test)	10 Minutes	25	10
	Efficiency Test	10 Minutes	25	10
			<b>100</b>	<b>40</b>

It will be necessary for a candidate to do typing work on computer and he will bring his own pen & pencil for test.

**Note (1):** Persons with Benchmark Disabilities shall be provided relaxation from Proficiency Test and they shall be awarded marks in Proficiency Test on the basis of average marks obtained by them in the written test.

**Note (2):** Final Merit List of qualified candidates shall be prepared on the basis of marks obtained in Written Examination and Proficiency test.

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