

## **Syllabus for the post of Copyist / Receipt Clerk**

**Time : 02 hours**

**Marks: 100**

### **Quantitative Aptitude:**

**20 marks**

Tables, Pie-Charts, Bar Graphs, Data Analysis, Line Graphs, Series, Roots, Average, Probability, Combined Data Sets, Ratio, Time & work, Time & separation, Rate, Benefit & loss, Mixture, Stocks & shares, Partnership, Clocks, Volume, Allegation & mixtures, Height & distances, Permutation & combination, Simple & compound interest, Equations & probability, Number system, Simplification, Surds & indices, Percentage, Chain rule, Pipes & cisterns, Time & distances, Problems on trains, Boats & streams, Surface Area, Mensuration, Permutations & combinations

### **Reasoning Ability:**

**20 marks**

Syllogism, Seat Arrangement, Puzzle, Blood Relation, Inequality, Decision Making, Data Sufficiency, Logical Reasoning, Input Output, Number Series, Statement & Argument, Passage & Conclusion

### **General English:**

**20 marks**

Vocabulary, Synonyms, Antonyms, Word formation, Sentence completion, Comprehension, Theme detection, Deriving conclusions, Passage completion, Error detection, Passage correction, Sentence correction, Spelling, Grammar, Idioms, Phrases

### **General Awareness:**

**20 marks**

Knowledge of current events, Sports, history, geography, culture, Indian constitution, News about technology and research, News on India and its neighboring countries, News related to Reserve Bank of India, Banking Awareness, Financial Awareness, Economic News, and Current Affairs

### **Computer Awareness:**

**20 marks**

Computer Hardware & Software, Operating System Concepts, Shortcut Keys, MS Word, Excel MS PowerPoint, MS Access, Internet and networks, Basic security concepts, Latest technologies, Basics of computer, Generation of Computer, Short forms (e.g. jpeg, mp3, pdf), Android and Apple related news