

**SYLLABUS FOR THE POST OF PRIVATE SECRETARY
AND
PERSONAL ASSISTANT**

Scheme of Examination:

MCQ Type	Test Component	Duration: 120 Minutes	
		No. of Questions	Marks
(i)	General Awareness	20	20
(ii)	Reasoning Ability	20	20
(iii)	Mathematical Ability	20	20
(iv)	Test of Language English	20	20
(v)	Computer Fundamentals / Operations	20	20
	Total	100	100

General Awareness: India and its neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

: 20 Marks

(ii) Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

: 20 Marks

(iii) Mathematical Ability (Should be simple level): The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

: 20 Marks

(iv) English Language: Sentence Completion, Fill in the blanks, Sentence Improvement, Spelling Test, Active and Passive Voice, Antonyms, Spotting Errors, Joining Sentences, Error Correction (Underlined Part), Synonyms, Idioms and Phrases, Error Correction (Phrase in Bold), Sentence Arrangement, Transformation, Para Completion, Prepositions, Passage Completion, Substitution.

: 20 Marks

(v) Computer Fundamentals / Operations: MS Word, Microsoft OneNote, Introduction to Information Technologies MS PowerPoint, MS Excel, The Internet, Workplace Productivity Tools.

: 20 Marks

Skill Test: As per advertisement norms

Dictation-07Minutes @100wpm

Transcription-45 Minutes English or 60 Minutes Hindi on a Computer

SYLLABUS FOR THE POST OF DRIVER

Syllabus for the post of Driver in NIELIT is divided into 04 (Four) parts:

1. General Awareness
2. Reasoning Part
3. Numerical Ability
4. Along with all, the candidate will have questions related to Road Sense, Vehicle Maintenance and Traffic. Questions will be asked related to rules-laws/marks, vehicular and environmental pollution i.e. petrol and diesel vehicles, vehicles running on CNG, noise pollution etc. Candidate should note that the question paper for the post will be 10th class level.

Subject	Questions	Marks
General Awareness /GK (The question in this component will be aimed at testing the candidate's general awareness around him. The topics included are as follows: - Sports, History, Culture, Geography, Indian Economy, General Polity, Indian Constitution, Scientific Research etc.	20	20
General Intelligence /Reasoning: Analytical aptitude and ability to observe and distinguish patterns will be tested through questions principally of nonverbal type. The topics are: - Analogies, Similarities and differences, Spatial visualization, Spatial orientation, Visual memory, Discrimination, Observations, Relationship concepts, Arithmetical reasons & Figural classification, Arithmetic number series, Non-verbal series, Coding and decoding etc.	20	20
Numerical Ability /Maths: This paper will include questions on problems relating to the following topics: - Number System, Computation of Whole Numbers, Decimals and Fractions, Decimals and Fractions, Relationship between Numbers, Fundamental Arithmetical operations, Percentages, Ratio and Proportion, Time and Distance etc.	10	10
Road Sense, Vehicle Maintenance, Traffic Rules / Signals, Vehicle and Environmental Pollution i.e. Petrol Vehicle, CNG Operated Vehicle, Noise Pollution etc.	50	50
Total	100	100

SYLLABUS FOR THE POST OF SENIOR ASSISTANT

Syllabus for the post of Senior Assistant in NIELIT is divided into 04(Four) parts:

1. Verbal Ability
2. Quantitative Aptitude
3. Intellectual Potential including Computer Knowledge
4. Knowledge of Central Government Rules and Procedures/Instructions covering following topics

Subject	Duration: 120 Minutes	
	No. of Questions	Marks
Verbal Ability	15	15
Quantitative Aptitude	15	15
Intellectual Potential including Computer Knowledge	20	20
Knowledge of Central Government Rules and Procedures/Instructions	50	50
Total	100	100

Verbal Ability: Articles, Preposition, Vocabulary, Reading Comprehension, Synonyms and Jumbled Sentences

Quantitative Aptitude: Ratio & Proportion Time and Work, Speed & Distance, Percentages & Averages, Profit, Loss & Discount and Probability.

Intellectual Potential including Computer Knowledge : Data Interpretation, Coding and Decoding, Deductive Logic, Inductive Logic, Data Sufficiency, Series Completion, Puzzles and Pattern Completion and Computer knowledge

Knowledge of Central Government Rules and Procedures/Instructions covering following topics :

- a) General Financial Rules – in relation to procurement and disposal of goods, Procurement of services, Contract Management.
- b) Fundamental Rules & Supplementary Rules.
- c) CCS (Pension) Rules and New Pension Scheme
- d) TA and LTC Rules
- e) CCS (Medical Attendance) Rules
- f) Service Book & Personal File
- g) Gratuity Rules
- h) Delegation of Financial Power Rules
- i) CCS (Leave) Rules
- j) CCS (Joining Time) Rules
- k) CCS (CCA) Rules
- l) CCS (Conduct) Rules
- m) General Office Management covering Rules for Display of National Flag, Martyrs' Day, Attendance and Punctuality, Holidays for Government Offices, Noting and Drafting, Forms and Procedure of Communication, Secret and Confidential Records, Records Management, Security Instructions.
- n) Right to information Act, 2005 and Right to Information (Regulation of Fee and Cost) Rules.

- o) Matters concerning Land and Building, Government Residential Quarters, Staff Cars, Contingent Expenditure. Territorial Army and Home Guards, Passport and Emigration, Incentives for Hindi including provisions of Official Languages Act, Workmen's Compensation Act.

SYLLABUS FOR THE POST OF LIBRARY ASSISTANT

Syllabus for the post of Library Assistant in NIELIT is divided into 02(Two) parts:

Section A: It will contain Sixty (60) questions related to subject i.e., Library science.

Section B: It will have Forty (40) questions from General Knowledge/Aptitude/General English, Current affairs/ General arithmetic, Reasoning and Logical Abilities etc.

Subjects	No. of Questions	Marks	Duration
Library Science	60	60	120 Minutes
General Awareness	10	10	
Quantitative aptitude	10	10	
Reasoning and Logical Abilities	10	10	
English language	10	10	
	Total 100	100	

Section A

- **Library and Society:**
- Laws of Library Science; Types of Libraries; Library Associations, Systems and Programs; History, Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services — UNESCO, IFLA, FID, INIS, etc.
- **Library Management:**
- Collection development and Selection Principles, Acquisition Procedure for books, journals (print & online), Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Human Resource Management; Principles of Library Management, Library Organization and Structure; Use and Maintenance of the Library — Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;
- **Knowledge Organization: Library Classification and Cataloguing:**
- Canons and Principles, Library Classification Schemes — DDC, CC, UDC; Library Cataloguing Codes — CCC and AACR; ISBD; MARC; CCF; ISBN; ISSN; etc.
- **Reference and Information Sources and services:**
- Types of information resources, Bibliography and Reference Sources; Sources of Information — Primary, Secondary, Tertiary; digital documents; Information Services: e-resources, Consortia, eShodhsindhu, Shodhganga, Institutional Digital Repository (IDR) etc.
- Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Computer based Information Services — CAS, SDI; Information retrieval, etc.

- **Information Storage and Retrieval:**
- Information Storage and Retrieval Systems —Sears List, PRECIS, POPSI, KWIC etc.; Vocabulary Control; Search Strategies; Evaluation of Information Retrieval Systems etc.
- **Information Technology, Recent ICT trends in Libraries:**
- Generations of Computer; Classification of Computers; Computer memory and their types; Computer Architecture; I/O devices;
- Library Automation and software packages; Internet; Digital Libraries; RFID; Networks — DELNET, NICNET etc.; National and International Information Systems — NASSDOC, NISCAIR, DESIDOC; Reference Management Tools, Plagiarism Detection tools, Web OPAC, Database Search etc.

Section B

- **General Awareness:** India and its neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc
- **Quantitative Aptitude:** Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc
- **Reasoning and Logical Abilities:** analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- **English language:** Sentence Completion, Fill in the blanks, Sentence Improvement, Spelling Test, Active and Passive Voice, Antonyms, Spotting Errors, Joining Sentences, Error Correction (Underlined Part), Synonyms, Idioms and Phrases, Error Correction (Phrase in Bold), Sentence Arrangement, Transformation, Para Completion, Prepositions, Passage Completion, Substitution.

SYLLABUS FOR THE POST OF MTS

Syllabus for the post of MTS in NIELIT is divided into 04(Four) parts:

1. General Awareness
2. Quantitative aptitude
3. Numerical/analytical/logical ability & reasoning
4. English language

Subjects	No. of Questions	Marks	Duration
a) General Awareness	40	40	120 Minutes
b) Quantitative aptitude	20	20	
c) Numerical/ analytical/ Logical ability & reasoning	20	20	
d) English language	20	20	
	Total 100	100	

General Awareness

- General Topics, General Knowledge, Animals, Famous Personalities, Books And Authors, First Largest Longest etc, In World, Buildings Inventions And Discoveries, Calendars Languages, Countries Music, Currencies, Religions, Dances Sanctuaries, General History General Concepts (Polity), General Economics Study, General Polity, Disasters World Organizations, Environment Statistical Data – World, Famous Places Trade Awareness, Environment, Pollution, General Geography, General Science, General Computer Science, Sports And Recreation, Current Affairs, Science And Technology, Sports

Quantitative aptitude

- Elementary Mathematics, Arithmetic (Number Theory), Additional Topics In Arithmetic, Problems on Ages, Boat and Streams, Clocks and Calendars, Clocks, Variation, Average, Time and Distance, Time and Work, Work and Wages, Interest, Simple Interest, Percentage, Profit and Loss, The partnership, Discounts, Number System, Square Roots, Fractions and Decimals, H.C.F. and L.C.M., Simplification,

Numerical/ Analytical/ Logical ability & Reasoning (Should be simple level) :

- Verbal Tests, Reasoning Tests, Analytical Reasoning, Direction and Distance Test, Blood Relationships Test, Symbols and Notations, Alphabet Test, Data Sufficiency Test, Logic Tests, Syllogism, Statements Assumptions, Statements Arguments, Statements Conclusions, Statements Action, Linear Arrangement Test, Complex Arrangement Test, Analogy Test, Classification (Odd Man Out) Test, Non-Verbal Tests, Problems Based on Symmetry, Problems Based on Visual Ability, Classification (Non-Verbal Tests), Series (Non-Verbal Tests), Analogy (Non-Verbal Tests),

English language

- English Vocabulary, Synonyms, Antonyms, Fill in The Blanks, Cloze Tests, English Usage Errors, Common Errors, Analogies, Spelling Mistakes, English Proficiency, Sentence Completion, Idioms and Phrases, Sentence Formation, Sentence Improvement, Sentence Reconstruction, Spotting Errors, Inappropriate Usage of Words, Sentence Correction, English Comprehension