

Assam Secretariat Junior Administrative Assistant Exam Pattern

Phase I

Topics	Marks
General English, General Knowledge, Quantitative Aptitude	150 Marks
Knowledge of Computer (Theory)	50 Marks
Language Skill Test in Assamese/ Bengali Bodo/ Alternative English	50 Marks

Phase II

Serial Number	Exam Topics	Total Marks
1	Computer (Practical) Test	50 Marks
2	Precise Writing	50 Marks

Assam Secretariat Junior Administrative Assistant Syllabus - Topic Wise

General Knowledge

- Current Affairs – National & International
- Important Financial & Economic News
- Budget and Five Year Plans
- Abbreviations
- Awards and Honors
- Sports
- Important Days
- Science – Inventions & Discoveries
- International & National Organizations
- Books and Authors
- Countries & Capitals

Computer Knowledge

- MS Office
- MS PowerPoint
- MS Word
- Windows

- MS Excel
- Computer Software & Hardware etc.,

Quantitative Aptitude

- Number System
- Percentages
- Decimal & Fractions
- Average
- Simplification
- Problems on Ages
- Profit and Loss
- Time and Work
- Ratio and Proportions
- Time and Distance
- HCF & LCM
- Mixtures & Allegations
- Simple & Compound Interest
- Data Interpretation

General English

- Verb
- Subject-Verb Agreement
- Error Correction
- Tenses
- Sentence Rearrangement
- Adverb
- Comprehension
- Articles
- Grammar
- Fill in the Blanks
- Unseen Passages
- Synonyms
- Vocabulary
- Idioms & Phrases
- Antonyms