

## Cabinet Secretariat DFO Syllabus || Check Cabinet Secretariat Deputy Field Officer Exam Pattern

### Cabinet Secretariat Deputy Field Officer Exam Pattern

Written Examination	Paper	Duration	Maximum marks	
Preliminary Examination (Objective / MCQ)	(Single Paper comprising)	2 Hrs	200	
	English Comprehension (50 marks)			
	General Awareness (50 marks)			
	General Intelligence / Reasoning Ability (50 marks)			
	Quantitative Aptitude (50 marks)			
Main Written Examination (Conventional /Objective/MCQ)	Paper-I (Conventional)	English Essay (25 marks)	2 Hrs	100
		Precis (15 marks)		
		Letter Writing (15 marks)		
		Comprehension passage (20 marks) &		
	Grammar (25 marks)			
Paper-II (Objective /MCQ)	Quantitative Abilities	2 Hrs	100	
Computer Proficiency Test (CPT) (Qualifying in nature)	Single paper having components of:		1 hr	50
	<b>MS-Office Word:-</b> Objective and short answer type questions on MS-Word/Windows and writing of paragraph, letter, report, etc. (25 marks)			
	<b>MS-Excel:-</b> Objective and short answer type questions on MS-Excel and to make basic data entry and apply mathematical formula. (15 marks)			
	<b>MS-Power-Point:-</b> Objective and short answer type questions on MS-Power Point and also to make presentation on any simple subject. (10 marks)			
Interview	--	--	40	

## **Cabinet Secretariat DFO Syllabus For both Prelims & Mains**

### General English

- Idioms and Phrases Vocabulary
- Antonyms Vocabulary
- Passage making
- Jumble word
- Articles Grammar
- Prepositions Grammar
- Synonyms
- Reading Comprehension Grammar
- Spelling Grammar
- Verbs Vocabulary
- Sentence framing

### General Awareness

- Sports.
- History.
- Geography.
- Indian Constitution.
- Books and Authors
- Awards and Honors
- Science – Inventions and Discoveries
- Scientific Research.
- Culture.
- Economic Scene.
- General Polity.

### General Intelligence

- Relationship Concepts.
- Judgment.
- Arithmetical Number Series.
- Space Visualization.
- Analogies.
- Discriminating Observation.
- Similarities And Differences.
- Decision Making.
- Problem Solving.
- Analysis.
- Verbal And Figure Classification.
- Visual Memory.
- Non-Verbal Series

## Verbal Reasoning

- Puzzle Test
- Blood Relations
- Series Completion
- Assertion and Reasoning
- Word Sequence
- Eligibility Test
- Arithmetical Reasoning
- Missing Characters
- Alpha-Numeric Sequence Puzzle
- Analogy
- Operations of Mathematics
- Coding-Decoding
- Classification
- Verification of truth of the Statement
- Data Sufficiency
- Venn Diagrams
- Situation Reaction Test
- Direction Sense Test
- Test on Alphabets
- Sequential Output training
- Directions

## Non-Verbal Reasoning

- Construction of Squares and Triangles
- Series
- Analogy
- Analytical Reasoning
- Paper Folding
- Completion Incomplete Pattern
- Mirror Images
- Cubes and Dice
- Forming figures and analysis
- Water Images
- Rules Detection
- Paper Cutting
- Dot Situation
- Identical figure groupings
- Spotting embedded figures
- Figure Matrix
- Classification

## Quantitative Aptitude

- Time & Work.
- Percentages.
- Profit and Loss.
- Discount.
- Partnership Business.
- Time and distance
- Averages.
- Ration & Proportion.
- Square Roots.
- Computation of Whole Numbers.
- Relationships between numbers.
- Time and distance
- Mixture and Alligation.
- Interest.

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