

BIS Senior Secretariat Assistant Syllabus || Check Junior Secretariat Assistant, ASO, Stenographer & Other Posts Exam Pattern @ bis.gov.in

BIS Assistant Director Exam Pattern

S.no.	Name of the Test	Number of Questions	Maximum Marks	Total Time
1.	General Intelligence & Reasoning	40	40	120 Minutes
2.	English Language	40	40	
3.	Quantitative Aptitude	20	20	
4.	For Assistant Director (Finance) -Domain Knowledge in Finance For Assistant Director (Legal) -Domain Knowledge in Law For Assistant Director (Marketing & Consumer Affairs) -Domain knowledge on Public Relations/ Publicity/ Advertising/ Scientific Journalism For Assistant Director (Library) -Domain knowledge on Library Science	50	50	
Total		150	150	

BIS Exam Pattern Of Assistant Section Officer, Personal Assistant, Stenographer, Senior Secretariat Assistant, and Junior Secretariat Assistant

S.no.	Name of the Test	No. of Questions	Maximum Marks	Total Time
1.	General Intelligence & Reasoning	50	50	120 Minutes
2.	General Awareness	25	25	
3.	Quantitative Aptitude	25	25	
4.	English Language	50	50	
	Total	150	150	

BIS Exam Pattern Of Junior Translator (Hindi) and Library Assistant

S.no.	Name of the Test	No. of Questions	Maximum Marks	Time Duration
1.	General Intelligence & Reasoning	50	50	120 Minutes
2.	General Awareness	25	25	
3.	English Language	25	25	
4.	For Junior Translator (Hindi) -Domain knowledge on General Hindi & Vocabulary For Library Assistant -Domain knowledge on Library Science	50	50	
	Total	150	150	

BIS Syllabus BIS Senior Secretariat Assistant & Other Posts

General Intelligence & Reasoning

- Statement and Conclusions
- Syllogism
- Puzzles
- Paper Folding
- Mirror and Water Images
- Odd One Out
- Statement and Assumptions

- Calendars
- Cause and Effect
- Clocks
- Reasoning Analogies
- Artificial Language
- Blood Relations
- Coding-Decoding
- Alphanumeric series
- Seating Arrangements
- Shape Construction
- Decision Making
- Deductive Reasoning/Statement Analysis
- Critical path
- Cubes and cuboids
- Data Sufficiency
- Embedded Images
- Figure Matrix
- Input-Output
- Picture Series and Sequences
- Dices
- Directions
- Pattern Series and Sequences
- Order & Ranking

General Awareness

- Physics, Chemistry & Biology
- General Polity
- Static GK
- Current Affairs
- General Science
- Governors in India
- Geography
- Culture
- Economics
- History
- Indian Constitution
- Scientific Research
- Sports
- Inventions & Discoveries
- Neighboring Countries of India
- Countries, Capital & Currency
- Indian Financial System

English

- Idioms and Phrases
- One-word Substitution
- Spelling Test
- Cloze Test
- Reading Comprehension
- Sentence Correction
- Active-passive Voice
- Direct-indirect speech
- Synonyms and Antonyms
- Fill in the Blanks

Quantitative Aptitude

- LCM and HCF
- Area
- Data Interpretation
- Algebra
- Number theory
- Number System – Fractions, Decimals
- Number Series
- Problems on Age
- Averages, Mean, Median and Mode
- Boat Problems
- Chain rule
- Alligations and mixtures
- Inequalities
- Linear Equations
- Logarithms
- Data Sufficiency
- Discount
- Games and Races
- Heights and distances
- Partnerships