



# অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION  
Jawaharnagar, Khanapara, Guwahati-781022

No.104 PSC/Estt-14/2013-14

Dated Guwahati the 5<sup>th</sup> October, 2015

## SYLLABUS FOR JR. ADMINISTRATIVE ASSISTANT (MAIN) EXAMINATION (FOR THOSE WHO QUALIFY IN THE SCREENING TEST HELD ON 30.08.2015)

Sl. No.	Paper	Subject	Description	Total marks	Time
(i)	I	GENERAL ENGLISH	Essay writing	100	3 hours
			Comprehension		
			Grammar		
		GENERAL KNOWLEDGE	Current Events		
			History of Assam		
			Independence Movement		
			Constitution of India		
QUANTITATIVE APTITUDE	HSLC standard				
(ii)	II	PRECIS WRITING (English or in Assamese)	Unseen passage	100	3 hours
		DRAFTING (English or in Assamese)	2(two) numbers		
(iii)	III	GENERAL ASSAMESE/ ALTERNATIVE ENGLISH	Note writing	50	2 hours
			Letter writing		
			Amplification		
			Develop a story from outline		
(iv)	IV	ELEMENTARY KNOWLEDGE ON COMPUTER (Multiple Choice Questions)	MS-word, MS-excel, MS-Access, Power Point, Internet, Basic knowledge on Computer Hardware and Software	50	1 hour

Sd/-  
Secretary  
Assam Public Service Commission  
Khanapara, Guwahati-22