

उत्तर पूर्वी अंतरिक्ष उपयोग केंद्र/North Eastern Space Applications Centre
उमियम/Umiam – 793103, मेघालय/Meghalaya

**SYLLABUS FOR WRITTEN TEST AND SKILL TEST EXAMINATION FOR
RECRUITMENT TO THE POST OF ASSISTANT (PWD) (OH) scheduled on
30.01.2018**

A Written Test

PART- A (OBJECTIVE TYPE QUESTIONS)

1. **General English/Grammar:** Standard of English will be as prescribed for 10th standard of the Central School under KVS pattern.
2. **General Knowledge & Studies:** Questions in this paper will cover General Awareness as well as General Intelligence and Reasoning Ability.
 - (a) **General Intelligence and Reasoning Ability:** It would include questions of both verbal and non- verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figural classification, arithmetic number series, non- verbal series, coding and de-coding, statement conclusion, syllogistics reasoning etc.
 - (b) **General Awareness:** Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries, especially pertaining to History, Culture, geography, Economic scene, general polity, scientific research etc. These questions will be such that they do not require a special study of any discipline.
3. **Arithmetic:** This part will include questions on problem relating to Number Systems, Computation of whole numbers, Decimals and Fractions and relationship between numbers, Fundamental Arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time etc.
4. **Computer Literacy:** Syllabus and standard prescribed for one year certificate/diploma course.

PART- B (DESCRIPTIVE TYPE QUESTIONS)

Precis writing, Comprehension, Report writing, Letter writing, Essay writing.

B Skill Test

MS Word (for 35 marks): Opening & Saving files, editing text documents, inserting, Deleting, Cut, Copy, Paste, Undo, Redo, find, Search, Replace, Formatting page & setting margins, Converting files to different formats, Importing & Exporting documents, Using Tool bars, Ruler, Using icons, using help; **Formatting documents** – Setting font styles, font selection- style, size, colour etc, Type face – Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting paragraph style, Alignments, indents, Line Space, Margins, Bullets & Numbering; **Setting Page Style** – Formatting Page, Page tab, margins, Layout settings, Border & Shading, Column break and line break; **Creating tables** – Table settings, borders, Alignments, Insertion, deletion, Merging, Splitting, Sorting and Formula; **Drawing** – Inserting cliparts, Pictures/Files etc; Tools – Spell checks, Mail merge, Templates, Tracking changes, Security; **Printing documents; Shortcut keys.**

MS Excel (for 35 marks) : Spreadsheet & its application, Opening Spreadsheet, **Menus** – Main menu, Formula Editing, Formatting, Toolbars, Using help; **Working with Spreadsheets** – opening, saving files, setting margins; Spreadsheet addressing – rows, columns & cell, referring cells & selecting cells, Short-cut keys; **Entering & Deleting Data** – Entering data, cut, copy, paste, undo, redo, filling continuous rows/columns, highlighting values, find, search & replace, inserting data, insert cell, column/row & sheet, symbol, clipart, pictures, files etc, Inserting functions, Manual breaks; **Setting formula** – finding total in a column/row, using other formulae; **Formatting spreadsheets** - Labelling columns & rows, formatting cell, row, column & sheet, Category – Alignment, font, border & shading, hiding/unhiding rows/columns, setting row height, column width; **Working with sheets** – Sorting, Filtering, Validation, consolidation and subtotal, creating charts – Drawing; Printing, error checking, spell checks.

MS Power Point (for 30 marks): Opening new presentation, different presentation templates, setting backgrounds, selecting presentation layouts; **Creating a presentation** – Setting presentation style, adding text to the presentation; **Formatting a presentation** – Adding style, colour, gradient fills, arranging objects, adding header & footer, slide background, Slide layout; Adding graphics to the presentation- inserting pictures, tables etc into presentation.