Syllabus for Written examination for Recruitment of Junior Assistants and Junior Clerks

1. General English up to Graduation level – 60 marks (30 questions × 2)
2. General Knowledge and Current Affairs – 40 marks (20 questions × 2)
3. General Mathematics up to H.S.C. Standard – 40 marks (20 questions × 2)
4. Reasoning and Mental ability – 60 marks (30 questions × 2)

1. Detailed syllabus in General English

    a. Verbs: Tenses, Modal, Active and Passive voice, Subject-verb Agreement, non-finite verb forms (infinitives and participles).
    b. Sentence structure: Connectors, Types of Sentences, Types of phrases and clause, Direct and Indirect speech, Degree: Comparative and Superlative.
    c. Other areas: Articles, Nouns, Adverbs, Adjectives, Prepositions.
    d. Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

2. Detailed syllabus in General Knowledge and Current Affairs

    a. Matching Historical events with dates, personalities and places.
    b. Geographical facts with places.
    c. States, Countries and Institutions with Headquarters.
    d. Books and authors.
    e. Scientific facts and discoveries with dates, persons and uses.
    f. Current events with places and personalities.
    g. Matching questions of miscellaneous type.

3. Detailed syllabus in General Mathematics

    a. Fractions and decimals
    b. Number System

c. HCF, LCM and Remainder
d. Squares and Square Roots
e. Cubes and Cube Roots
f. Percentage and Averages
g. Simple Interest and Compound Interest
h. Profit, Loss and Discount
i. Mixtures
j. Partnership
k. Ratio and Proportion
l. Rates and Taxes, Insurance
m. Problems on time and work
n. Statistics
o. Problems on Time and Distance

4. Reasoning and Mental Ability

a. Numerical Ability
b. Reasoning
c. Aptitude Test
d. Problem Solving and Decision Making