

UIIC Administrative Officer Prelims Exam Pattern

Sl. No.	Exam Type	Name of the Subjects	Marks	Total Duration
1.		English Language	30	
2.	Objective Type	Quantitative Aptitude	35	1 Hour
3.		Reasoning Ability	35	
Total			100	

UIIC AO Main Examination Pattern (For Generalist)

Sr. No.	Name of Tests	No. of Questions	Marks	Duration
1	Reasoning	50	50	
2	English Language	40	40	
3	Quantitative Aptitude	50	50	
4	General Awareness (with special reference to the Financial Sector)	40	40	Composite time of 2 hour
5	Computer Literacy	20	20	
Total		200	200	

UIIC Administrative Officer Main Exam Pattern (For Specialist)

Sr. No.	Name of Tests	Number of Questions	Marks	Duration
1	Reasoning	40	40	
2	English Language	40	40	
3	Quantitative Aptitude & Computer Literacy	40	40	
4	General Awareness (with special reference to the Financial Sector)	40	40	Composite time of 2 hour
5	An additional test to assess technical and professional knowledge in relevant discipline	40	40	

Total 200 200

Descriptive Test: Common For both generalists and specialists

Sr. No.	Name of Tests	Number Of Questions	Marks	Duration
1	Essay writing and Letter writing	2	30 (20 for essay and 10 for letter)	30 minutes

UIIC Administrative Officer Syllabus - Topic Wise

English Language:

- Idioms.
- Phrases.
- Vocabulary.
- Antonyms.
- Synonyms.
- Verbs.
- Nouns.
- Adverbs.
- Adjectives.
- Phrasal Verbs.
- Comprehension Passages.
- Choose Appropriate Word.

Reasoning:

- Venn Diagrams.
- Statements and Conclusion.
- Missing Pattern.
- Pattern Matching.
- Odd Man Out.
- Fill in the blanks.

Quantitative Aptitude:

- LCM and HCF.
- Time & Work.
- Investment.
- Permutation & Combination.
- Age Problem.
- Statistics.
- Boats and Streams.

- Averages.
- Time & Speed.
- Probability.
- Problems on Trains.
- Ratio and Proportion.
- Mixture and Allegation.

Computer Awareness:

- MS Office.
- Excel.
- Word.
- Powerpoint.
- Access.
- Use of Internet and E-Mail.
- Basic USB functions and Devices.

General Awareness:

- Current News of India & World.
- Economic Status of India.
- Issues and Important Dates.
- Current Political Scheme.
- New Scientific Innovations.
- New Technologies.

Descriptive Test

- The descriptive test will comprise of Essay, Precise, and Comprehension.