

SYLLABUS FOR THE POSITION OF ADMINISTRATIVE OFFICER

WEIGHTAGE TO THE FORM OF QUESTIONS:

Type of Questions	No. of questions	Marks	Duration
Current Affairs	50	25	Composite time of 2:30 hours.
Quantitative Aptitude	25	25	
Reasoning	25	25	
English Language (Subjective & Objective)	47	75	
Total Marks	-	150	

The above tests except the tests of English Language will be available bilingually, i.e. English and Hindi.

1. The Written Examination will have 145 multiple choice questions (MCQs) from the subjects like, Current Affairs (C.A.), Quantitative Aptitude (Q.A.), Reasoning and English Language. There will be 2 subjective questions in the paper.
 - a) **Current Affairs**: Total number of questions in this section will be 50 and will include questions on current affairs and computer knowledge. Each question will carry 0.5 mark.
 - b) **Quantitative Aptitude**: Total number of questions in this section will be 25 and will carry 1 mark each.
 - c) **Reasoning**: Total number of questions in this section will be 25 and will carry 1 mark each.
 - d) **English Language**: Total number of questions in this section will be 47. There will be 45 objective questions carrying 1 mark each and other 2 subjective questions totalling to 30 marks.

There is no negative marking for the wrong answers.