

**Annexure-II**  
**SYLLABUS FOR WRITTEN EXAMINATION**  
**JUNIOR ASSISTANT-CUM-COMPUTER**  
**OPERATOR**

| Subject  | No. Of Questions | Duration       | Maximum Marks |
|--|------------------|----------------|---------------|
| <b>Section:A</b><br>Numerical ability and Logical Reasoning            | 40               | 120<br>Minutes | 40            |
| <b>Section:B</b><br>Computer Awareness                                 | 20               |                | 20            |
| <b>Section:C</b><br>English Language proficiency and General Knowledge | 20               |                | 20            |
| <b>Total</b>   |                  |                | <b>80</b>     |

**SECTION – A: (ENGLISH AND TELUGU) - 40 Marks**

1. Numerical ability - Indices, Ratios, Proportions, Profit & Loss, Mensuration, Algebra, Geometry and Statistics etc.
2. Logical Reasoning and decision making and problem solving.

**SECTION – B: - 20 Marks**

Computer Awareness

1. MS-Office
2. Basic concepts of Computers
3. Computer Applications & Skills
4. Accounts related Software

**SECTION – C: - 20 Marks**

1. English Language proficiency
  - Vocabulary
  - Comprehension passages & re-arrangement of sentences
  - Synonyms & Antonyms
2. General Knowledge.
  - Current affairs
  - Consumer Relations.
  - General Science in everyday life.
  - Environmental Issues and Disaster Management.
  - History, Geography and Economy of India and Telangana.
  - History of Telangana and Telangana Movement.
  - Society, Culture, Heritage, Arts and Literature of Telangana.