

**(11)**  
**APPENDIX - I**

**Scheme and Subjects for the examination**

The examination shall consist of the following subjects carrying marks as shown against each:

Sl. No.	Subject	Marks
1	English	100
2	Mathematics	100
3	Essay	
	(i) English within 350 words	025
	(ii) Odia within 350 words	025
4	General Awareness	100
5	Test of Reasoning/Mental Ability	100
6	Computer Application	
	(i) Theory	100
	(ii) Skill Test in Computer (Practical)	050
<b>Total-</b>		<b>600</b>

- Note :** (1) The candidate shall answer the question papers in English unless otherwise directed.
- (2) Only those candidates who have been short listed after the written test shall be called for the Skill Test in Computer, which shall be of qualifying nature.

**The standard, syllabus, duration and question papers shall be as mentioned detailed below:**

**Detailed Syllabus**

**1. ENGLISH:-**

This section is designed to test the language abilities and understanding of English Grammar. Questions shall be asked mainly from the following categories -

- (i) Verb
- (ii) Preposition
- (iii) Adverb
- (iv) Subject Verb Agreement
- (v) Error Correction/Recognition
- (vi) Tenses
- (vii) Sentence Rearrangement
- (viii) Fill in the Blanks with Articles etc.
- (ix) Comprehension
- (x) Answering Questions based on Unseen Passages
- (xi) Vocabulary

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- (xii) Synonyms
- (xiii) Antonyms

**2.. MATHEMATICS :-**

This section tests the quantitative and Mathematical Skills of the candidate. Question will be asked mainly from the following categories. Questions shall be of Secondary School Standard –

- (i) Arithmetic
- (ii) Algebra
- (iii) Mensuration (2D & 3D)
- (iv) Statistics & Probability

**3. ESSAY :-**

There will be two Essays, one each in English and Odia.

**4. GENERAL AWARENESS :-**

This section checks whether the candidate keeps himself/herself up-to-date about the world around them. Questions will be asked mainly from the following categories. Questions will be such that they do not require any special study of any discipline.

- (i) Current Affairs (National & International)
- (ii) Major financial/economic news
- (iii) Budget & Five year plans
- (iv) Who's Who
- (v) Sports
- (vi) Books and Authors
- (vii) Awards and Honours
- (viii) General Science
- (ix) Abbreviations
- (x) Important days
- (xi) International & National Organizations
- (xii) History
- (xiii) Geography
- (xiv) Civics
- (xv) Culture

**5. TEST OF REASONING AND MENTAL ABILITY: -**

This section usually tries to test the reasoning abilities and mental aptitude of the candidate. Questions will be asked mainly from the following categories –

**A. VERBAL**

- (i) Number Series
- (ii) Alphabet Series
- (iii) Test of Direction Sense
- (iv) Coding-decoding
- (v) Number Ranking

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- (vi) Arithmetic Reasoning
- (vii) Problem of Age Calculation
- (viii) Analogy
- (ix) Decision Making etc.

**B : NON-VERBAL**

- (i) Non-verbal series
- (ii) Mirror Images
- (iii) Cubes & Dice
- (iv) Grouping Identical Figures
- (v) Embedded figures, etc.

**6. COMPUTER APPLICATION :-**

**A :** Computer Fundamentals

**B :** Windows (MS-Windows)

**C :** MS-OFFICE

- (i) Word Processing (MS Word)
- (ii) Spread Sheet (MS Excel)
- (iii) Presentation knowledge (MS Power Point)
- (iv) MS Access.

**D :** Usage of internet services available on Internet

**E :** Communication Technology, Networking Concepts.

7. The test on each subject shall be of one hour duration.

8. The questions shall be of multiple choice type. All the questions shall be compulsory without any negative marking.

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**ODISHA PUBLIC SERVICE COMMISSION  
CUTTACK**

**NOTICE**

No. 7001 /PSC., Dt. 5/12/13  
(File No.2PH-01-2013-14) ( D.R.-V)

In addition to the syllabus already contained/displayed under APPENDIX- I of the Advertisement No. 08 of 2012-13 for recruitment to the post of Assistant Section Officer in (Group- C) of Odisha Governor's Secretariat Service and Odisha Secretariat Service, the Commission have further decided as follows for information & guidance of the candidates:-

- a) For the papers in "**Mathematics**", "**Reasoning & Mental Ability**" and theory part of "**Computer Application**", there will be 50 questions each carrying 2 marks.
- b) For the papers in "**English**" and "**General Awareness**", there will be 100 questions each carrying one mark.
- c) The questions for "**Mathematics**" will be of Secondary Standard and questions for other Papers will be of the standard as applicable for the candidates as per eligibility criteria, **i.e. Graduation Standard.**
- d) Questions will be set by and large from each of the parts indicated in the syllabus and all parts will be covered as far as possible.
- e) (i) The detailed syllabus for the examination on "**Computer Application (Theory)**", is given in Annexure 'A' (enclosed). Distribution of marks shall be as follows ( out of the components A, B,C,D & E of the defined syllabus at **Annexure – A** ) :-

- A - 20 questions**
- B - 5 questions**
- C - 15 questions**
- D - 5 questions**
- E - 5 questions**
- Total -50 questions**

ii) Skill Test in Computer (Practical) for 50 marks shall be of one hour duration. The qualifying marks in Skill Test may be 50% of full marks.

f) There shall be separate Answer Books for Essay in "**English**" & "**Odia**" and the Examination will be held in single session".

## ANNEXURE- 'A'

### Detailed Syllabus of Computer Application

#### A. Computer Fundamentals

- i. Components of Computer
  - a. C.P.U.
  - b. Input Devices : Keyboard, Mouse , Scanner, Digitizer
  - c. Output Devices : Different types of Printers, Monitors, Plotters
  - d. Memory : Hard disk, S-RAM, D-RAM,ROM, PROM, EPROM, Cache Memory, Pen drive, CD ROM, DVD-RW
- ii. Evolution of Computer
  - a. Classification of Personal Computers
  - b. Generation of Computers
  - c. Types of Servers
- iii. Power Supply
  - a. UPS (online/offline)
  - b. Circuit breakers
- iv. Introduction to computer virus & various antivirus packages
- v. Concept of computer hardware, software, various application software & system software.

#### B. Windows

- i Different features of Windows XP
- ii. Different features of Windows-7

#### C. MS-Office

- i. Different features of & operations of MS-Word
- ii. Different features of & operations of MS-Excel
- iii. Different features of & operations of MS-Power Point
- iv. Different features of & operations of MS-Access

#### D. Usage of Internet Service

- i. Different types of browsers & search engines
- ii. Different usage of e-mail like sending/receiving email , file attaching, file uploading/downloading etc.
- iii. URL, definition & various types of URL, WWW
- iv. Introduction to IP addresses

#### E. Communication Technology

- i. LAN/MAN/WAN/Wi-Fi/Bluetooth
- ii. Network devices like network switch, Router, Modem, Firewall
- iii. Introduction to network topology like star, ring, bus, mesh, complete