

CENTRAL UNIVERSITY OF KARNATAKA

Notification No. 24/2019, Dated:04-09-2019

Syllabus for Post of MTS/Peon/Office Attendant

MTS/Peon/Office Attendant:

Standard of question paper will be 10+

The written examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs) divided into parts I and II of 60 and 40 MCQs each.

Part	Subject	Maximum Marks	Duration
Part-I	General Knowledge, General English, Numerical Aptitude, General Intelligence & Reasoning	60	2 Hrs.
Part-II	Knowledge of Office Procedure and Office Equipment.	40	
	Total	100	

Part-I:

A. General Knowledge

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

B. General English

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

1. Use of Prepositions
2. One Word substitution
3. Use of Articles in English
4. Common errors in English
5. Idioms
6. Conversion of one parts of speech into another, e.g., Noun to Adjective, and the like
7. Question based on Comprehension of a given passage in English
8. Synonyms and Antonyms.

C. Numerical Aptitude

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental

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arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

D. General Intelligence & Reasoning

Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding–decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.

Part-II:

Knowledge of cleanliness and upkeep of the Section/Unit, Photocopying, Upkeep of parks, lawns potted plants, delivering of files/letters and Driving of vehicles

Skill Test: Any of the MTS Task