

**CENTRAL UNIVERSITY OF KARNATAKA**  
**Notification No. 24/2019, Dated:04-09-2019**  
**Syllabus for Post of PERSONAL ASSISTANT**

**PERSONAL ASSISTANT**

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

<b>Part</b>	<b>Subject</b>	<b>Maximum Marks</b>	<b>Duration</b>
Part I	General English, General Knowledge, Numerical Ability and Reasoning	40	2 Hrs.
Part II	Domain Knowledge	60	
<b>Total</b>		<b>100</b>	

**Part-I**

**A. General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**B. Numerical Aptitude & Reasoning:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.

**General Knowledge:** Questions will be designed to General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Central University of Karnataka, Indian States, India and other countries.

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**Part-II:**

**Domain Knowledge:**

- i. Office procedure & Office Management
- ii. General Financial Rules-2018
- iii. FR & SR
- iv. Medical Attendance Rules
- v. LTC Rules
- vi. Travelling Allowance Rules
- vii. CCS Leave Rules
- viii. CCS (CCA) Rules, 1965
- ix. CCS (Conduct) Rules, 1964
- x. CCS (Pension) Rules, 1972
- xi. Joining Time Rules.
- xii. Provident Fund Rules & New Pension Scheme
- xiii. Reservation Policy
- xiv. Secretarial Practice

**Skill Test:** Transcription and typing English/Hind