

SYLLABUS

➤ Deputy Director (PR)

UNIT-1: PUBLIC RELATION

Public Relations: Definitions, PR as a communication function.
Difference between PR, Propaganda and Public Opinion, Advertising.
PR as a two way communication, process of PR, PR in different sectors like Govt., Non-Govt.
Publics in Public Relations, Management of Crisis by PR. PR communication and how to be effective
PR communicator.

UNIT-2: PR PUBLICS

Types of PR Public: Internal and External
PR Tools, Press Conference, Press Releases, Journals
Code of ethics of PR, Laws pertaining to Press.

UNIT-3: ADVERTISING

Definitions, Scope Functions, historical development
Types of Advertising
Ethical Aspects of Advertising, Law and Advertising.
Advertising and Marketing

UNIT-4: Advertising Agency

Structure and Functions and Types of Advertising Agency
Advertising Appeals, media Selection and copy writing-newspapers, magazines,
Radio, Television, Outdoor.
Advertising testing and research.

To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ Deputy Director (Planning), Assistant Director (Planning)

AR Architecture and Planning

Section 1: Architecture and Design Visual composition in 2D and 3D; Principles of Art and Architecture; Organization of space; Architectural Graphics; Computer Graphics– concepts of CAD, BIM, 3D modeling and Architectural rendition; Programming languages and automation. Anthropometrics; Planning and design considerations for different building types; Site planning; Circulation- horizontal and vertical; Barrier free design; Space Standards; Building Codes; National Building Code. Elements, construction, architectural styles and examples of different periods of Indian and Western History of Architecture; Oriental, Vernacular and Traditional architecture; Architectural developments since Industrial Revolution; Influence of modern art on architecture; Art nouveau,

Eclecticism, International styles, Post Modernism, Deconstruction in architecture; Recent trends in Contemporary Architecture; Works of renowned national and international architects.

Section 2: Building Materials, Construction and Management Behavioral characteristics and applications of different building materials viz. mud, timber, bamboo, brick, concrete, steel, glass, FRP, AAC, different polymers, composites. Building construction techniques, methods and details; Building systems and prefabrication of building elements; Principles of Modular Coordination; Estimation, specification, valuation, professional practice; Construction planning and equipments; Project management techniques e.g. PERT, CPM etc.

Section 3: Building and Structures Principles of strength of materials; Design of structural elements in wood, steel and RCC; Elastic and Limit State design; Structural systems in RCC and Steel; Form and Structure; Principles of Pre-stressing; High Rise and Long Span structures, gravity and lateral load resisting systems; Principles and design of disaster resistant structures.

Section 4: Environmental Planning and Design Ecosystem- natural and man-made ecosystem; Ecological principles; Concepts of Environmental Impact Analysis; Environmental considerations in planning and design; Thermal comfort, ventilation and air movement; Principles of lighting and illumination; Climate responsive design; Solar architecture; Principles of architectural acoustics; Green Building- Concepts and Rating; ECBC; Building Performance Simulation and Evaluation; Environmental pollution- types, causes, controls and abatement strategies.

Section 5: Urban Design Concepts and theories of urban design; Public Perception; Townscape; Public Realm; Urban design interventions for sustainable development and transportation; Historical and modern examples of urban design; Public spaces, character, spatial qualities and Sense of Place; Elements of urban built environment – urban form, spaces, structure, pattern, fabric, texture, grain etc; Principles, tools and techniques of urban design; Urban renewal and conservation; Site planning; Landscape design; Development controls – FAR, densities and building byelaws.

Section 6: Urban Planning and Housing Planning process; Types of plans - Master Plan, City Development Plan, Structure Plan, Zonal Plan, Action Area Plan, Town Planning Scheme, Regional Plan; Salient concepts, theories and principles of urban planning; Sustainable urban development; Emerging concepts of cities - Eco-City, Smart City, Transit Oriented Development (TOD), SEZ, SRZ etc. Housing; Concepts, principles and examples of neighborhood; Housing typologies; Slums; Affordable Housing; Housing for special areas and needs; Residential densities; Standards for housing and community facilities; National Housing Policies, Programs and Schemes.

Section 7: Planning Techniques and Management Tools and techniques of Surveys – Physical, Topographical, Land use and Socioeconomic Surveys; Methods of non-spatial and spatial data analysis; Graphic presentation of spatial data; Application of G.I.S and Remote Sensing techniques in urban and regional planning; Decision support system and Land Information System. Urban Economics; Law of demand and supply of land and its use in planning; Social, Economical and environmental cost benefit analysis; Techniques of financial appraisal; Management of Infrastructure Projects; Development guidelines such as URDPFI; Planning Legislation and implementation – Land Acquisition Act, PPP etc.; Local Self-Governance.

Section 8: Services, Infrastructure and Transportation Building Services: Water supply; Sewerage and drainage systems; Sanitary fittings and fixtures; Plumbing systems; Principles of internal and external drainage system; Principles of electrification of buildings; Intelligent Buildings; Elevators and Escalators - standards and uses; Air-Conditioning systems; Firefighting Systems; Building Safety and Security systems. Urban Infrastructure – Transportation, Water Supply, Sewerage, Drainage, Solid Waste Management, Electricity and Communications. Process and Principles of Transportation Planning and Traffic Engineering; Road capacity; Traffic survey methods; Traffic flow characteristics; Traffic analyses and design considerations; Travel demand forecasting; Land-use – transportation - urban form inter-relationships; Design of roads, intersections, grade separators and parking areas;

Hierarchy of roads and level of service; Traffic and transport management and control in urban areas,; Mass transportation planning; Paratransits and other modes of transportation, Pedestrian and slow moving traffic planning; Intelligent Transportation Systems. Principles of water supply and sanitation systems; water treatment; Water supply and distribution system; Water harvesting systems; Principles, Planning and Design of storm water drainage system; Sewage disposal methods; Methods of solid waste management - collection, transportation and disposal; Recycling and Reuse of solid waste; Power Supply and Communication Systems, network, design and guidelines.

To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- e) Test of Reasoning
- f) Test of Quantitative Aptitude
- g) Test of General Awareness and
- h) Test of English Language

➤ **Assistant Director (Ministerial)**

(A) General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, Visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non- verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & decoding, 19 Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern–folding & unfolding, Figural Pattern– folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification.

(B) General Awareness: Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. 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 and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

(C) Quantitative Aptitude: 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 computation of whole numbers, decimals , fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra, Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons , Circle, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Standard Identities,

Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart

(D)English Language & Comprehension: Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting misspelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

Questions will also ask from respective discipline required for job.

➤ **Assistant Accounts Officer**

Part-I Based on advance knowledge of Academic field on following topics:

- a) Financial analysis of Balance Sheet and Income Statement
- b) Capital Budgeting decisions (Risk and Return analysis, Sensitivity analysis, Capital rationing, adjusted net Present value, Replacement decision, Impact of inflation on capital budgeting decision etc.)
- c) Rebate, Relief and refunds under provisions of Income Tax.

Part-II To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
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➤ **Legal Assistant**

Constitution of India,

The Delhi Development Act, 1957 with the Rules and Regulations framed under the Act

Transfer of Property Act, 1882

Code of Civil Procedure, 1908 as amended up to date.

Contract, 1872

Evidence Act, 1872

Hindu Succession Act, 1956

Indian Succession Act

Criminal Procedure Code 1973 as amended up to date

To measure candidate's reasoning ability, quantitative aptitude and proficiency in English and General Awareness

- a) Test of Reasoning
- b) Test of Quantitative Aptitude
- c) Test of General Awareness and
- d) Test of English Language

➤ Assistant Section Officer

(A) **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgement, decision making, Visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non- verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern–folding & un-folding, Figural Pattern–folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

(B) **General Awareness:** Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to society. 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 and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research.

(C) **Quantitative Aptitude:** 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 computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Heights and Distances, Histogram, Bar diagram & Pie chart

(D) **English Language & Comprehension:** Questions in this components will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

➤ Sectional Officer (Horticulture)

Candidates must have knowledge of – Horticulture, Styles of Gardening, Lawn Development, Roadside\plantation of trees/shrubs. Flowering shrubs, Hedges, Bonsai and its maintenance, Annual flowers, Topiary, Indoor and outdoor potted plants, Propagation of roses, Chrysanthemum, Dahlia, Bougainvillea, Hanging Basket, Cultivation of Cut flowers i.e. Roses, Gladiolus, Orchids, Tuberose, Liliium and Anthurium, Ground Covers, Medicinal Plants, Scented Shrubs/Trees, Propagation, Plant Protection, Nursery management, Routine Garden operations, Features of the garden, Flower shows and Garden Competitions, Floral ornaments and Flower Arrangements.

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➤ **Junior Engineer (Civil)**

Civil Engineering

Building Materials: Physical and Chemical properties, classification, standard tests, uses and manufacture/quarrying of materials e.g. building stones, silicate based materials, cement (Portland), Asbestos products, Timber and Wood based Products, laminates, bituminous materials, paints, varnishes.

Surveying: Principles of surveying, working of properties, compass and bearing, plane table surveying, theodolite traverse, adjustment of theodolite, levelling and contouring, curvature, refraction, permanent adjustment of dumpy level, methods of contouring and uses of a control map, tachometric survey.

Soil Mechanics: Origin of soil phase diagram, definitions of void ratio, porosity, degree of saturation, water content, specific gravity of soil grains and unit weights, grain size distribution curves for different soil and their uses. Atterberg's limits, ISI soil classification, plasticity chart, coefficient of permeability, effective stress, consolidation of soils. Calculation of shear strength of soils, direct shear test, vane shear test, triaxial test, soil compaction, Lab compaction, Lab compaction test, moisture content and bearing capacity of soils, plate load test, standard penetration test.

Hydraulics: Fluid properties, hydrostatics, measurements of flow, Bernoulli's theorem and its application, flow through pipes, flow in open channels, weirs, flumes, spillways, pumps and turbines.

Environmental Engineering: Quality of water, source of water supply, purification of water, distribution of water, need of sanitation, sewerage system, circular sewers, oval sewer, sewer appurtenances, surface water drainage, sewage treatments.

Structural Engineering: Theory of structures: Elasticity constants, type of beams, determinate and indeterminate, bending moment and shear force diagrams of simply supported, cantilever and over hanging beams. Moment of area and moment of inertia for rect. & circular section, bending moment and shear stress for tee, channel and compound sections, chimneys, dams and retaining walls, eccentric loads, slope deflection of simply supported and cantilever beams, critical load and columns, torsion of circular section.

Concrete Technology : Properties, Advantages and uses of concrete, cement aggregates quality, water cement ratio, workability, mix design, storage, batching, mixing, placement, compaction, finishing and curing of concrete, quality control of concrete, hot weather and cold weather concreting, repair and maintenance of concrete structure.

RCC Design:

RCC beams: flexural strength, shear strength, bond strength, design of single reinforced beams, lintels, cantilever beams, double reinforced beams, one way slabs, two way slabs, isolated footings, reinforced brick work. T-beams, columns, staircases, retaining walls, water tanks (RCC design questions may be based on both Limit State method and Working Stress method).

Steel Design: Steel design and construction of steel columns, beams, roof trusses, plate girders.

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➤ **Junior Engineer (Electrical/Mechanical)**

General Engineering (Electrical and Mechanical)

• **Electrical Engineering**

Basic Electrical Engg.: Elect. Measurements, Concepts of current, voltage, resistance, power and energy, their units, Ohm's law.

Circuit Law: Kirchooff's law, solution of simple network problems, Network theorems and their applications, Electro-magnetism, concept of flux, $e m f$, reluctance, magnetic circuits. Electro-magnetic induction, self and mutual inductance. A.C. fundamentals, instantaneous, peak, R.M.S. and average values of alternating waves, Equation of sinusoidal wave form, simple series and parallel AC. circuits consisting of R.L. and C, Resonance. Measurement and measuring instruments, Moving coil and moving iron ammeters and voltmeters, Extension of range, Wattmeters, Multimeters, megger, Basic Electronics.

Electrical machines: Basic principles of D.C. motors, generators, their characteristics, Speed control and starting of D.C. motors, losses and efficiency of D.C. machines. 1-Phase and 3-phase transformers: Principles of operation, equivalent circuit, voltage regulation, O.C. and S.C. tests, efficiency, auto transformers. Synchronous machines, generation of 3-phase $e m f$, armature reaction, Voltage regulation, parallel operation of two alternators, synchronizing, starting and applications of synchronous motors. 3-Phase Induction motor, rotating magnetic field, principle of operation, equivalent circuit, torque-speed characteristics, starting and speed control of 3-phase induction motors, Fractional KW motors, 1-phase induction motors, A.C. series motor, reluctance motor.

General, Transmission and Distribution: Different types of power stations, Load factor, diversity factor, demand factor, simple problems thereon, cost of generation, inter-connection of power stations. Power factor improvement, various types of tariffs, types of faults, short circuit current for symmetrical faults. Switchgears- rating of circuit breakers: Principles of a extinction by oil and air, H.R.C. fuses, Protection, earth leakage, over current, Buchhotgz relay, Merz- Prince system of protection of generators & transformers, protection of feeders and bus bars. Lightning arresters, Various transmission and distribution systems, Comparison of conductor materials, efficiency for different systems. Utilization of Electrical Energy, Illumination, electric heating, Electric welding, electroplating, electric drives and motors.

- **Mechanical Engineering**

Flow of Fluids: Laminar & turbulent flow, equation of continuity, Bernoulli's theorem, measurement of discharge, flow through pipes, friction losses, Forces of jet impinging on vanes, blades, work done and efficiency, classification of turbines & pumps.

Thermal Engineering:

Laws of thermodynamics, change in entropy in various processes; uses of steam, Properties of steam table & charts; Construction & Working of Cochran, Lancashire locomotive & Babcock & Wilcox boilers, working of steam turbine, Otto & Diesel Cycles, working of IC engines, Carburetion, Solex Carburettor. Diesel fuel, pump & injector: Cooling & lubrication.

Production Engineering: Foundry- Different casting processes, concept of Patterns; types of mould making, puring defect in castings, causes & remedies, Welding-classification and types of welding, Testing and defects in welds. Lathes- working of lathe, various tools, operation on lathes, types of lathes. Drilling operations performed on drilling machines. Description, principles of working and various operations on machine tools, milling machine, shaper, grinder, boring and slotting machines.

Strength of Materials: Stresses in composite bars, relation between elastic constants, Resilience under different types of loads, SF and BM diagrams; stresses in beams-combined direct and bending stresses, Struts and columns – Euler's and Rankin's theories, Torsion of circular shafts.

Theory of Machines: Simple Machines – Four bar chain, Slider crank chain, double slider crank chain, Flywheel – Turning moment diagrams. Fluctuation of energy, Friction-in collar and pivots, plate clutch, conical clutch, journal bearing. Transmission of power through flat and V-belts, Gears, profile of gears, Governors- Watt and Hartnell governors

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➤ **Junior Hindi Translator**

Stage-I: a) General Hindi : 100 marks (Objective type) b) General English : 100 marks (Objective type) The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will be of degree level.

Stage-II: Translation and Essay: 200 Marks (Conventional Type) The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi and English, to test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively. The level of the paper will be consistent with the educational qualifications prescribed

➤ Stenographer Grade 'D'

General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

English Language & Comprehension: In addition to the testing of candidates' understanding of the English, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

Skill test in Stenography: Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the Commission will only be called for the Skill Test. It may also prescribe qualifying marks in each part of the Written Examination. THE SKILL TEST WILL BE OF QUALIFYING NATURE and the Commission will fix the qualifying standards in the skill test for different categories of candidates.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the 80 w.p.m. The matter will have to be transcribed on computer only. The evaluation of transcription will be done electronically only. The transcription time is as follows:-

For Stenographer Grade 'D' : 50 minutes (English) 65 minutes (Hindi)

➤ Patwari

Stage I (Preliminary)

i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions etc.

(ii) **General Intelligence & Reasoning Ability** : The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Arithmetical & Numerical Ability** : The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Menstruation, Time & Work, Time & Distance, Tables & Graphs etc. of 10th level.

(iv) & (v) **Hindi Language & Comprehension and English Language & Comprehension**: In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered. Reasoning Ability

vi) The questions on basic computer knowledge in both the stages will be from Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks.

Stage II

i) **General Awareness** - General awareness with special emphasis on the History, Culture, Demography, Geography & Economy of Delhi, Administrative set up and Governance in NCT of Delhi

ii) **General Intelligence & Reasoning Ability** : The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iii) **Arithmetical & Numerical Ability** : The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Menstruation, Time & Work, Time & Distance, Tables & Graphs etc. of 10th level.

(iv) & (v) **Hindi Language & Comprehension and English Language & Comprehension**: In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered. Reasoning Ability

vi) The questions on basic computer knowledge in both the stages will be from Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks.

*****End*****