



### **Syllabus for Senior Administrative Assistant (SAA)**

(Syllabus is only Indicative. The questions can assess any aspect of knowledge, aptitude, attitude and practical skills, which is expected from a trained person to work efficiently at the advertised post)

#### **Part-B**

##### **Core Subject**

**A] Reasoning** (Kindly refer Part A syllabus)

**B] General Knowledge** (Kindly refer Part A syllabus)

**C] Mathematics Aptitude** (Kindly refer Part A syllabus)

**D] General English** (Kindly refer Part A syllabus)

**E] Computer literacy:** Characteristics of computers, computer organization including RAM, ROM, File system, Input devices, Software understanding, Relationship between hardware and software, Operating system, MS office, Information technology and society Indian IT act, Digital signatures, Application of information technology in Government, E-office management.

**F] General rules related with Government service.**