

APSC Syllabus 2022
(Junior Administrative Assistant)

APSC Exam Pattern 2022

Subjects	Total Marks
General Intelligence, English, and Quantitative Aptitude	150 Marks
Language Test	50 Marks
Computer Knowledge	50 Marks
Total Marks	250 Marks

APSC Syllabus 2022 - (Subject Wise)

General Intelligence

- Similarities
- Space Visualization
- Analysis
- Differences
- Decision Making
- Problem Solving
- Judgment
- Observation
- Discrimination
- Concepts
- Relationship
- Verbal and Figure Classification
- Arithmetical Reasoning
- Arithmetical Number series

English

- Precis Writing
- Cloze Test
- Letter Writing Format
- Sentence Correction Questions
- Adjective Degree Of Comparison Rules
- Article Rules
- Direct & Indirect Speech Rules
- Sentence Rearrangement & Para jumbles

- Active And Passive Voice Rules
- Rules and List of Conjunctions
- List of One Word Substitutions
- List of Homophones/ Homonyms
- List of Synonyms and Antonyms
- Idioms And Phrases
- Spotting the Error
- Reading Comprehension
- List of Prepositions
- Rules For Tenses
- Rules For Prepositions

Quantitative Aptitude

- Stream Boat Problems
- Partnerships
- Pipes and Cisterns
- Ratios and Proportions
- Mixture and Allegation
- Data Interpretation
- Coding and Decoding
- Percentages
- Inequalities
- Arithmetic Aptitude
- Number Series
- Simple Interest and Compound Interest
- Profit and Loss
- Work And Time
- Age Problems
- Probability
- Time & Speed
- Permutation and Combination
- Mensuration
- Averages

Computer Knowledge

- Fundamentals of Computer
- Microsoft Windows
- Microsoft Office
- MS Word
- MS PowerPoint
- MS Excel

- MS Access
- MS Outlook
- Computer Shortcut Keys
- Computer Abbreviations
- High-Level Computer Languages
- Basics of Cloud Computing
- Computer Networks
- Types of Computer
- Hardware and Software
- Internet
- Input and Output Devices
- Computer Virus
- Websites
- Web Browsers
- Storage Devices
- Components of Computer
- Important Computer-related Terms
- Database Management System (DBMS)
- Introduction to Operating System