8. Scheme Of Examination

There will be Computer Based Test (CBT) to be conducted in bilingual (Hindi/English) form by NTA. On the basis of CBT, the merit list will be prepared keeping the number of candidates to be qualified as ten times the number of vacancies.

(MCQ Type)	Test Components	Duration: 2 hours	
		No. of Questions	Marks
(i)	General Awareness	30	30
(ii)	Reasoning and General Intelligence	30	30
(iii)	Mathematical Abilities	30	30
(iv)	Hindi/English Language and Comprehension	30	30
(v)	Computer Knowledge Module	30	30
	Total	150	150
Note*- Extra time will be given to PwBD candidates as per GoI norms			

Tier II

The candidates qualified in the CBT of Tier I, will have to undergo skill (Typing) test which will be of Hindi or English language and will be qualifying in nature subject to minimum qualifying speed as mentioned in the advertisement.
The detailed examination process and syllabus mentioned are given below:

Tier-II	Skill Test/Typing Test	Qualifying in nature subject to minimum qualifying speed.

9. Syllabus for The Examination

> **Mathematical Abilities**

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
Fundamental Arithmetical Operations: Percentages, Ratio and Proportion, Square Roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and Distance, Time and Work.
Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.
Geometry: Familiarity with elementary geometric figures and facts: 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.
Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.
Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin2\theta + \cos2\theta = 1$ etc.
Statistics and Probability: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities.

➤ **Reasoning and General Intelligence**

Questions of both verbal and non-verbal type. These will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing Inferences, Figural Classification, Punched hole/Pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Numerical operations, Other subtopics, if any.

➤ **हिंदी भाषा एवं बोधगम्यता**

शब्दावली, व्याकरण, वाक्य संरचना, पर्यायवाची, विलोमार्थक शब्द एवं इनका सही प्रयोग; त्रुटि का पता लगाएं, रिक्त स्थानों की पूर्ति कीजिए, पर्यायवाची/भिन्नार्थक शब्द, विलोमार्थक शब्द, वर्तनी/गलत वर्तनी वाले शब्दों का पता लगाना, मुहावरे और लोकोक्तियाँ, एकार्थी शब्द, वाक्यों में सुधार, क्रियाओं के कर्तृवाच्य/कर्मवाच्य, प्रत्यक्ष/अप्रत्यक्ष कथन में रूपांतरण, वाक्य को पढ़िए और इसके सभी भागों को सही क्रम में कीजिए। किसी पाठांश के वाक्यों को सही क्रम में कीजिए। किसी पाठांश में अर्थग्रहण की दृष्टि से रिक्त स्थानों में उपयुक्त शब्द भरना अपठित पाठांश, उपर्युक्त पाठांश का अर्थग्रहण कीजिए। अर्थग्रहण की दृष्टि से आपकी क्षमता का पता लगाने के लिए आपको दो या अधिक अनुच्छेद दिए जाएंगे और इन पर आधारित प्रश्नों के उत्तर, आपको देने हैं। दिए गए अनुच्छेदों में से एक, मूल रूप से पुस्तक या कहानी पर आधारित होना चाहिए, जबकि दूसरा अनुच्छेद किसी सामयिक विषय के संपादकीय विश्लेषण या किसी रिपोर्ट पर आधारित होना चाहिए।

➤ **English Language and Comprehension**

Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/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. To test comprehension, two or more paragraphs will be given and questions based on those will be asked. At least one paragraph should be a simple one based on a book or a story and the other paragraph should be based on current affairs editorial or a report.

➤ **General Awareness**

Questions are designed to test the candidates' general awareness of the environment around them and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Policy and Scientific Research.

➤ **Computer Knowledge Module**

<u>**Computer Basics:**</u> Organization of a computer, Central Processing Unit (CPU), input/output devices, computer memory, memory organization, back-up devices, PORTs, Windows Explorer, Keyboard shortcuts.
<u>**Software:**</u> Windows Operating System including basics of Microsoft Office like MS Word, MS Excel and Power Point etc.
<u>**Working with Internet and e-mails**</u>: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

<u>**Basics of networking and cyber security**</u>: Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

Cities for Exam Centres for IGNOU Recruitment Test (Jr. Assistant-cum-Typist)-2023

S.No.	State	City	City Code
1	Tripura	Agartala	TA01
2	Uttar Pradesh	Agra	UP01
3	Gujarat	Ahmedabad/Gandhinagar	GJ01
4	Uttar Pradesh	Allahabad/Prayagraj	UP03
5	Karnataka	Bengaluru	KK04
6	Madhya Pradesh	Bhopal	MP03
7	Odisha	Bhubaneswar	OR04
8	Chandigarh	Chandigarh/Mohali/ Panchkula	CH01
9	Tamil Nadu	Chennai	TN01
10	Uttarakhand	Dehradun	UK01
11	Delhi	Delhi/New Delhi	DL01
12	Kerala	Ernakulam/Moovattupuzha	KL04
13	Haryana	Faridabad	HR03
14	Sikkim	Gangtok	SM01
15	Uttar Pradesh	Ghaziabad	UP07
16	Andhra Pradesh	Guntur	AP07
17	Haryana	Gurugram	HR04
18	Assam	Guwahati	AM02
19	Uttarakhand	Haldwani	UK02
20	Telangana	Hyderabad/Secunderabad	TL01
21	Manipur	Imphal	MN01
22	Rajasthan	Jaipur	RJ06
23	Punjab	Jalandhar	PB04
24	Uttar Pradesh	Kanpur	UP11
25	West Bengal	Kolkata	WB10
26	Uttar Pradesh	Lucknow	UP12
27	Maharashtra	Mumbai/Navi Mumbai	MR16
28	Maharashtra	Nagpur	MR17
29	Uttar Pradesh	Noida/Greater Noida	UP09
30	Bihar	Patna	BR07
31	Chhattisgarh	Raipur	CG03
32	Jharkhand	Ranchi	JH04
33	Himachal Pradesh	Shimla	HP06
34	Kerala	Thiruvananthapuram	KL17
35	Uttar Pradesh	Varanasi	UP18
36	Andhra Pradesh	Visakhapatnam	AP18
37	Tamil Nadu	Coimbatore	TN02
38	Rajasthan	Jodhpur	RJ07
39	Uttar Pradesh	Meerut	UP14
40	Madhya Pradesh	Indore	MP07
41	Uttar Pradesh	Gorakhpur	UP08
42	Rajasthan	Kota	RJ08
43	Madhya Pradesh	Jabalpur	MP08
44	Maharashtra	Pune	MR22
45	Rajasthan	Udaipur	RJ11
46	Jammu & Kashmir	Jammu	JK02
47	Bihar	Bhagalpur	BR02
48	West Bengal	Siliguri	WB11
49	Karnataka	Dharwad	KK10
50	Assam	Dibrugarh	AM01
51	Gujarat	Rajkot	GJ10
52	Andaman and Nicobar	Port Blair	AN01

Note: NTA reserves the right to change any of the above mentioned Cities that may have been opted by any candidate in his/her Online Application Form, at a later stage due to logistic/technical reasons and may allot another City to him/her from his/her Choices of Cities, given in the Online Application Form.