

**SCHEME/PATTERN & INDICATIVE
SYLLABUS OF EXAMINATION
FOR “ASSISTANT POST”
(REVISED)**

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**BOARD OF APPRENTICESHIP TRAINING
(NORTHERN REGION)
16/1-A, LAKHANPUR,
KANPUR - 208 024**

Scheme/pattern and indicative syllabus of examination

A. Scheme of Examination for the post of Assistant (Group-C, Pay Level-5):

Step	Description	Duration	Marks
Written Test	Objective Type Test (CBT*)	1 hour 30 minutes duration	100 Marks
	Total	-	100 Marks

* CBT = Computer Based Test

1. Written Test Pattern: Objective Type Test (CBT)

Section	Subject	No. of questions (01 Mark each)	Marks	Time Duration
A	Knowledge and application of Office Procedures, Rules & Regulations	30	30	1 hour 30 minutes
B	Reasoning ability	20	20	
C	Mathematical ability	20	20	
D	Test of English Language	15	15	
E	Computer Application	15	15	
	TOTAL	100	100	

2. Indicative Syllabus for Written Test

2.1 Objective Type Test (CBT): The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

2.1.1 Section A:- Knowledge and application of Office Procedures, Rules & Regulations : Drafting of communication, circulation and keeping of the confidential records, weeding out of old records, punctuality, regulation of attendance, advances, CEA, MACP, LTC, APAR, conduct rules, joining time rules, GPF, NPS, Travelling & other allowances, leave rules, pension rules etc.

2.1.2 Section B:- Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualizations, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

2.1.3 Section C:- Mathematical ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

2.1.4 Section D:- Test of English Language: In addition to the testing of candidate's understanding of the English Language, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

2.1.5 Section E:- Computer Application: The syllabus includes question on Computer Basics, Operating System, Hardware, Software, Networking, MS-Office, etc.

3. General Instructions

- 3.1 The question paper would be bilingual (English and Hindi) except English paper.
- 3.2 There shall be negative marking for wrong answers to the tune of $1/4^{\text{th}}$ of marks allocated per question.
- 3.3 Final merit shall be drawn on the basis of score of written test only.
- 3.4 Examination will be conducted at Kanpur. However, BoAT (NR) may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without assigning any reason thereof.