

**OPSC Asst Section Officer in Group – B
Syllabus****1. ENGLISH:-**

This section is designed to test the language abilities and understanding of English Grammar. Questions shall be asked mainly from the following categories –
Verb, Preposition, Adverb, Subject Verb Agreement, Error Correction/Recognition, Tenses, Sentence Rearrangement, Fill in the Blanks with Articles etc., Comprehension, Answering Questions based on Unseen Passages, Vocabulary, Synonyms, Antonyms

2. MATHEMATICS :-

This section tests the quantitative and Mathematical Skills of the candidate. Question will be asked mainly from the following categories. Questions shall be of Secondary School Standard

Arithmetic, Algebra, Mensuration (2D & 3D), Statistics & Probability

3. ESSAY : –

There will be two Essays, one each in English and Odia. A separate booklet will be provided for each essay. But both the exam will be held in one session.

4. GENERAL AWARENESS : –

Questions will be asked mainly from the following categories. Questions will be such that they do not require any special study of any discipline.

Current Affairs (National & International), Major financial/economic news, Budget & Five year plans, Who's Who, Sports, Books and Authors, Awards and Honours, General Science, Abbreviations, Important days, International & National Organizations, History, Geography, Civics, Culture

5. TEST OF REASONING AND MENTAL ABILITY: –

This section usually tries to test the reasoning abilities and mental aptitude of the candidate. Questions will be asked mainly from the following categories –

A. VERBAL

Number Series, Alphabet Series, Test of Direction Sense, Coding-decoding, Number Ranking, Arithmetic Reasoning, Problem of Age Calculation, Analogy, Decision Making etc.

B : NON-VERBAL

Non-verbal series, Mirror Images, Cubes & Dice, Grouping Identical Figures, Embedded figures, etc.

6. COMPUTER APPLICATION**A. Computer Fundamentals**

Components of Computer : C.P.U., Input Devices : Keyboard, Mouse, Scanner, Digitizer, Output Devices : Different types of Printers, Monitors, Plotters, **Memory :** Hard disk, S-RAM, D-RAM, ROM, PROM, EPROM, Cache Memory, Pen drive, CD ROM, DVD-RW

Evolution of Computer :- Classification of Personal Computers, Generation of Computers, Types of Servers

Power Supply : UPS (online/offline), Circuit breakers

Introduction to computer virus & various antivirus packages, Concept of computer hardware, software, various application software & system software.

B. Windows : Different features of Windows XP, Different features of Windows-7

C. MS-Office : Different features of & operations of MS-Word, Different features of & operations of MS-Excel, Different features of & operations of

MS-Power Point, Different features of & operations of MS-Access

D. Usage of Internet Service : Different types of browsers & search engines, Different usage of e-mail like sending/receiving email , file attaching, file uploading/downloading etc., URL, definition &

various types of URL, WWW, Introduction to IP addresses

E. Communication Technology : – LAN/MAN/WAN/Wi-Fi/Bluetooth, Network devices like network switch, Router, Modem, Firewall, Introduction to network topology like star, ring, bt.ks, meshAcospplete

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