

## **SYLLABUS FOR SALESMAN CUM MULTI-TASKING STAFF**

### **REASONING**

CLASSIFICATION, ANALOGY, CODING-DECODING, MATRIX, WORD FORMATION, VENN DIAGRAM, DIRECTION/DISTANCE, BLOOD RELATION, MISSING NUMBER, NON-VERBAL REASONING, VERBAL REASONING, SYLLOGISM, SITTING ARRANGEMENT

### **NUMERICAL APTITUDE**

NUMBER SYSTEM, SQUARE ROOT AND CUBE ROOT, BODMAS, DECIMAL, FRACTION, LCM AND HCF, RATIO AND PROPORTION, PERCENTAGE, SIMPLE INTEREST, COMPOUND INTEREST, MENSURATION, TIME AND WORK, SPEED-TIME AND DISTANCE, GEOMETRY, TRIGONOMETRY, AGE CALCULATION, PIPE AND CISTERN, PROBABILITY, ALGEBRA, PROFIT AND LOSS,

### **ENGLISH**

COMPREHENSION, FILL IN THE BLANKS, SPELLING MISTAKE, IDOM AND PHRASES, ANTONYMS AND SYNONYM, ONE WORD SUBSTITUTION, CLOZE TEST, SENTENCE CORRECTION, COMMON ERROR,

### **GENERAL AWARENESS AND COMPUTER KNOWLEDGE**

CURRENT AFFAIRS, BOOKS AND AUTHOR, COUNTRIES AND CAPITAL, INDIAN HISTORY, INDIAN GEOGRAPHY, SCIENCE AND TECHNOLOGY, SPORTS, CULTURE, PERSONALITIES, UNION BUDGET, REGIONAL QUESTION, POLITICS AND ANY OTHER SUBJECT OF IMPORTANCE.

HISTORY OF COMPUTERS, HARDWARE, SOFTWARE, DATABASE (INTRODUCTION), COMMUNICATION (BASIC INTRODUCTION), NETWORKING( LAN, WAN, ), INTERNET (CONCEPT, HISTORY, WORKING ENVIRONMENT, APPLICATION), SECURITY TOOLS, VIRUS, HACKER, MS WINDOWS, MS OFFICE.