Syllabus for online written exam for the positions (i) Social Sector Coordinator (ii) MIS Operator (iii) Office Assistant

Position	Technical paper (20 marks, 20 questions)	General Knowledge (20 marks, 20 questions)	English (20 marks, 20 questions)	Computer Skills (20 marks, 20 questions)
Social Sector Coordinator	Basic concepts of social development, Community organization and civil societies, Major social problems in Assam, Women Empowerment and Gender, Community Health, Community Programme Planning & Community Empowerment, Community Resource Mobilization, Legal Basics, Labour Safety, Weaker sections & Minorities in Indian society, tribal communities of Assam, SDGs etc	Current affairs, politics, sports, basic of Indian macro-economic scenario, awards and prizes, basics of national and state agriculture scenario, history of Assam and India, preliminary science, environment around us, commonly used abbreviations, famous personalities, places of fame, business, inventions and discoveries, elementary Indian legal system, constitution of India, famous days, UN systems, famous scientists, privatization, liberalization, globalization, world trade, UNO etc	Tenses, sentence completion, word usage common errors, functional grammar and vocabulary, re-arranging sentences, antonyms and synonyms, idioms and phrases, spotting errors in sentence, reading comprehension etc.	Basics of MS office (word, PPT, excel etc), internet, email, printing, Shortcuts, file extensions, changing and modifying files, Input or Output devices, Different types of Hardware, Different types of Softwares, Application Softwares and their functions, operating systems types and functions, Basics & functions of computers, History & Generations.
MIS Operator	Management Information System, Files & Server, Internet and Security Management, Network Management, Database Management, Software Engineering, Basic on Programming Language, Word Processing, Spread Sheet Applications, Web Design Concepts, Network and Application security etc			
Office Assistant	Office management, file management, inward-outward communication, use of EPABX, conference management, petty cash management, organizing meetings, minutes of meeting, office equipments, event schedule management, translation, letter/email drafting, logistics management, basics of MS office, etc			

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