

**JAGAT GURU NANAK DEV**  
**PUNJAB STATE OPEN UNIVERSITY PATIALA**  
(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

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Duration: 01 hour 20 minutes

Max. marks: 80

**Syllabus for the Post of Senior Assistant**

Sr No	Subject	Syllabus	Marks
1.	English	<ul style="list-style-type: none"> <li>• Comprehension</li> <li>• Spelling Check, Active / Passive</li> <li>• Verbs, Idioms and tenses</li> <li>• Antonyms and Synonyms,</li> <li>• Vocabulary, Grammar</li> </ul>	10
2.	Punjabi	<ul style="list-style-type: none"> <li>• ਵਿਆਕਰਨ</li> <li>• ਸਮਾਨਅਰਥੀ ਸ਼ਬਦ</li> <li>• ਵਿਰੋਧੀ ਸ਼ਬਦ</li> <li>• ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇਕ ਸ਼ਬਦ</li> <li>• ਮੁਹਾਵਰੇ ਅਤੇ ਉਨਾਂ ਦੇ ਅਰਥ</li> </ul>	10
3.	Reasoning Ability	<ul style="list-style-type: none"> <li>• Data Interpretation</li> <li>• Letter and Number Series</li> <li>• Average</li> <li>• Odd Man out Problems</li> <li>• Common Sense Test</li> <li>• Analogies</li> </ul>	10
4.	Office Management and Filing	<ul style="list-style-type: none"> <li>• Routine clerical and administrative functions, Office management, Diary/ Dispatch, Stationery, etc.</li> <li>• Organizing and maintaining paper and electronic files, drafting correspondence, scheduling appointments, service book, filing, indexing, etc</li> <li>• Office equipments, machines and their maintenance</li> <li>• Organizing meetings- Notices, Circulars, Advertisements, Agenda, Quorum, Minutes, Report Preparation, Notes, etc</li> <li>• Personnel management, Supervision and Coordination</li> </ul>	20
5.	Computer Proficiency	<ul style="list-style-type: none"> <li>• MS-Office: MS Word, MS Excel, Power Point</li> <li>• Computer Fundamentals, Operating System, Hardware, Softwares', Input, Output Devices</li> <li>• Internet and Web Technology, Networking, Social Media, Search engines, Web Browsers, Video conferencing, E-Mail, Anti-Virus, and online tools used in Office work on daily basis</li> </ul>	30