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**सबसे तेज update!**

## Reader Cum-Deposition Writer Syllabus

### Syllabus of Written Test

**(a.) English Language and Grammar (20 Marks)**- Letter Writing, Essay, Precis, Comprehension and Vocabulary.

**(b.) Hindi Language and Grammar (20 Marks)**- विपरीतार्थक शब्द / समानार्थक शब्द, सामान्य वाक्य शुद्धि, वर्तनी जाँच, लोकोक्ति एवं मुहावरे, अनेक शब्दों के बदले एक शब्द ।

**(c.) General Knowledge and Current Affairs (15 Marks)**- In this section questions will be based on History, Civics, Geography, Everyday Science, Constitution of India, Legal Terminology.

**(d.) Mathematics of Matriculation Standard (10 Marks)**- The test shall comprise questions on topic viz. BODMAS, Simple Calculations, Problem based on Time and Distance, Time and Work, Calculation of Simple / Compound Interest, Ration and Proportion.

**(e.) Reasoning (Verbal and Analytical Type) (10 Marks)**- Problems based on English alphabets, Sitting arrangement, Blood relationship, Circular Sitting arrangement, Analogy Test, Ranking test, Syllogism, Problems based on Venn-diagram.

**(f.) Basic Computer Science (15 Marks)**- History of Computers, Fundamentals of Computer and terminologies, Computer abbreviations, Basis of Hardware and Software, Keyboard shortcuts, Operating system basics, Basic Functionalities of MS-Office (Word, Excel and Power-Point), Internet terms and services, Networking and communication, Security Tools and Viruses.