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## **Syllabus for Group- B Position**

The recruitment process will be in two parts:

### PART-I

# > Test - I (Multiple Choice Questions):

Total Marks - 150

Subject	Number of Questions	Maximum Marks	Duration
Verbal Ability Test	30	30	120 Minutes
Reasoning and Interpretation	30	30	
Mathematical Aptitude (Upto 10 <sup>th</sup> Standard)	25	25	
General Awareness	30	30	
The Basic Knowledge of Official Operation and Some of the general government regulation of working in academic Institute	35	35	

## > Test - II (Psychometric Test):

Area	Number of Questions	Duration
Psychometric Test	50	30 Minutes

### PART-II

## **Communication Ability Test**

### > Written Communication:

Subject	Maximum Marks	Duration	
Hindi Writing Communication Ability Test	10	45 Minutes	
English Writing Communication Ability Test	10		
Email Writing Ability Test (Official and Formal)	20		

> Oral Communication:

Total Marks-10

Head, HR Office



**Building Business Owners**