



**Centre for Cultural Resources and Training
15-A, Sector-7, Dwarka, New Delhi-110075**

Name of the Post : Documentation Assistant

Tier- 1 Written Test Syllabus (Total : 100 Marks)

(Objective Type Questions)

(A) General Knowledge: (10 Marks)

Indian History, Geography, Culture, Sports, Indian Economy, Indian Polity including Constitution, and Scientific Research, Awards, Current Affairs – India & World.

(B) General English (20 Marks):

Tenses, Verb, Adverb, Articles, Error Correction, Conclusion, Grammar, Vocabulary, Synonyms, Subject-Verb Agreement, Word Formation, Antonyms, Theme detection, Passage Completion, Comprehension, Idioms & Phrases, Fill in the Blanks, Sentence Completion, Unseen Passages, Sentence Rearrangement.

(C) Logical Reasoning (10 Marks) :

Analogies – Semantic Analogy, Symbolic / Number Analogy, Figural Analogy, Similarities and differences, Space visualization, Word building, Relationship concepts, Arithmetic Number series, Semantic Series, Number Series, Problem-solving, Analysis, judgment, Decision making visual memory, Discrimination, Observation, Non-verbal series, Coding - Decoding. Decoding and Classification.

(D) Quantitative Aptitude (20 Marks) :

Number Systems, Boats and Streams, Simplification, Decimal fractions, Average, Data Interpretation, Profit and Loss, Ratio and Proportion, Time, Work, Distance. Problems on Ages, Simple Interest, Compound Interest, Percentages, Simplification, H.C.F. and L.C.M., Discounts, Fundamental Arithmetical operations etc.

(E) Computer Literacy (10 Marks) :

Fundamental of Computer, Computer organization including CPU, RAM, ROM, PROM, Storage Devices etc., Hardware, Software, Network, Operating system, File System, MS. Office, IT Act. Digital Signatures, Internet, Cyber security, Application of IT in Government for E-Governance, GIGW 3.0, ISMS, Web Security, Social Media Documentation, Advanced Excel, etc.

(F) GOVERNMENT RULES AND OFFICE PROCEDURES (10 Marks)

Government Rules including FR/SR, Deputation, Disciplinary, Leave rules, Pay fixation rules, LTC, pension rules, CCS (CCA) rules, files/record maintenance, New Pension Scheme, RTI Act-2005 etc.

(G) Documentation (20 Marks)

Documents and its requirements, Types of Documents, Procedures in Handling of documents, INFORMATION SOURCES Primary resources- periodicals, patents, standards, research reports theses, dissertations, Govt. publications, Secondary sources- bibliographical sources -subject, trade, national bibliography, INB, BNB, indexing and abstracting periodicals, Tertiary sources- bibliography of bibliographies, reviews and guide to literature, e-resources- e-books, e-journals, ETDs ezines, etc. DOCUMENT CLASSIFICATION: Book number and collection number - methods of constructing book numbers, Ranganathan's facet formula for book numbers.

Tier- 2 Skill Presentation Test - (50 MARKS)

Skill Test (25 Marks)

01. Noting & Drafting
 - a. Letter writing
 - b. D.O. Letters
 - c. Office Memorandum
 - d. Inter Departmental Notes
02. Financial Sanctions
03. Parliamentary Procedures
04. Record Management
05. Security of Official Information and Documents
06. Maintenance & Preservation of Documents
07. Record Retention schedule and disposal.

For Presentation Test (25 Marks)

The 50 Marks are given based on the Behavior/Attitude, Presentation style, Content and coverage of the presentation, Communication & Audience engagement, Body Language, posture and public attitude.

Candidates are required to make a brief Power-Point Presentation which includes

- Personal profile,
- Past experience,
- extra-curricular activities,
- future plan,
- About the knowledge of CCRT,
- Vision for the Institute,
- Reasons to join in CCRT and the responsibilities of Documentation Assistant Post.
