

**Pattern of the written test paper For Office Assistant Post**

Consisting of 2 Parts: Part A &Part B (As Detailed Below)

Total Test Time : 1 Hour 40 Minutes, 100 Marks

**PART A:**

Multiple Choice 61 Bits Paper **60 Marks** (Actually 60 Bits to be Answered)

1. General Awareness
2. Reasoning
3. General English & General Science

**PART B:**

COMPUTER KNOWLEDGE & TYPING----- 40 MINUTES

**40 MARKS**

TOTAL MARKS FOR TEST &INTERVIEW----- **100 Marks**