

# Syllabus for General Paper PGQP40 (Bilingual)

## 1 English/Comprehension

English Grammar  
English Usage Errors  
Jumbled Para  
Sentence Correction  
Sentence Improvement  
Reading Comprehension  
Paragraph Completion  
One-word Substitution  
Synonyms & Antonyms  
Idioms & Phrases

### हिन्दी मौखिक क्षमता

हिन्दी व्याकरण  
अशुद्ध प्रयोग  
परिच्छेद का उचित क्रम  
वाक्य शुद्धि  
वाक्य परिष्कार  
पाठ बोधन  
वाक्य की पूर्णता  
अनेक शब्द के लिए एक शब्द  
समानार्थी एवं विलोम  
मुहावरे एवं कहावतें

## 2. General Knowledge/Awareness

Literature  
History  
Indian Constitution  
Personalities  
Sports  
National and International Economy  
Economics  
Science  
Politics  
Trade Awareness

Geography

Culture

### **3. Computer Basics**

Fundamentals of Computer

Computer Abbreviations

Computer Shortcut Keys

Microsoft Windows

Microsoft Office

MS Word

MS PowerPoint

MS Excel

MS Access

MS Outlook

Types of Computer

Storage Devices

Hardware and Software

Input and Output Devices

Internet

Computer Networks

Websites

Web Browsers

Computer Virus

Important Computer-related Terms

### **4. General Aptitude & Logical Reasoning**

#### **General Aptitude**

Clocks

Calendar

Average

Simplification

Problems on Ages/Numbers/Train

LCM and HCF

Percentage

Profit & Loss

Partnerships  
Compound Interest  
Ratio & Proportion  
Simple Interest  
Time & Work  
Pipes & Cisterns  
Time & Distance  
Stock & Shares  
Discount/Bankers Discount  
Geometry & Mensuration  
Sets & Union  
Permutation & Combination  
Mixture & Allegation  
Area  
Volume and Surface Area

## **5. Logical Reasoning**

Ranking Tests  
Linear  
Arrangements  
Matrix Arrangements  
Sequencing  
Statements Arguments  
Cause and Effects  
Statements Assumptions  
Statements and Conclusion  
Number Series  
Blood Relationship Tests  
Coding and Decoding  
Inferences  
Non-Verbal Reasoning  
Analogy Test  
Symbol Based Problems  
Direction and Distance Test  
Analytical Reasoning