

SCOPE OF SYLLABUS

1. **Computer Knowledge (MS-CIT)** :

- System Software
- System Unit
- Input & Output
- Internet Web & E-commerce
- Secondary Storage
- Communication & Network
- MS-Word, MS-Excel, MS-Power Point-2010

2. **English & Marathi Language** :

- One word substitution
- Synonyms and Antonyms
- Spelling error
- Spotting error in sentences
- Grammar – Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of ‘A’ , ‘AN’ and ‘THE’
- Idioms and Phrases

3. **Numeric Ability & Reasoning** :

- Simplification (BODMAS)
- Squares (x^2) and Cubes (x^3)
- Number series
- Non-verbal Reasoning
- Alphabet series
- Coding & Decoding
- Logical Venn Diagrams (Alphabets)
- Verbal classification (Choose the odd word/pair/number/group out)
- Direction Test

4. **General Awareness** :

- Current Affairs – Maharashtra
- About Regional Planning Authority and specifically MMRDA
- Various Transportation Projects
- Awareness about Public Transportation