



बिहार स्टेट इलेक्ट्रॉनिक्स डेवलपमेंट कॉरपोरेशन लिमिटेड (बेल्ट्रॉन)
Bihar State Electronics Development Corporation Ltd. (BELTRON)
A Government of Bihar Undertaking | CIN-U31900BR1978SGC001317

Post: Office Assistant/Assistant

Educational Qualification: Graduate with any discipline.

Experience: Minimum One year of relevant experience of office/Programme assistant work with reputed Institutions, Government Organization/Projects or NGOs, Knowledge of working on Computer in MS Office environment will be desirable

Syllabus

Verbal Aptitude

Basic English grammar: tenses, articles, adjectives, prepositions, conjunctions, verb-noun

Agreement, and other parts of speech Basic vocabulary: words, idioms, and phrases in context

Reading and comprehension Narrative sequencing

Quantitative Aptitude

Data interpretation: data graphs (bar graphs, pie charts, and other graphs representing data), 2- and 3-dimensional plots, maps, and tables Numerical computation and estimation: ratios, percentages, powers, exponents and logarithms, permutations and combinations, and series, Mensuration and geometry Elementary statistics and probability.

Analytical Aptitude

Logic: deduction and induction, Analogy, Numerical relations and reasoning

General English: Synonyms and Antonyms, Vocabulary, Grammar, Sentence Structure, Usage of Words, Comprehension, unseen Passages

General Knowledge, General Awareness

Computer Fundamentals

Introduction to computers: Basic concepts, components, and functions of a computer system, Understanding the different parts of a computer including the central processing unit (CPU), memory, storage devices, input and output devices, Basic idea of topologies: ring, bus, star and mesh, LAN, WAN and MAN, E-mail, internet Technologies: Client / Server Model, Distributed Computing, Introduction to various operating systems such as Windows, Mac OS, and Linux. Introduction to Microsoft Office Suite including Word, Excel, PowerPoint and Outlook. : Understanding computer security and privacy issues, including antivirus software, firewalls, and encryption, Web related concepts: E-commerce, E-business, Conferencing, etc.

Digital Financial Tools: Understanding OTP and QR Code, UPI, AEPS ,USSD, Credit / Debit Card, eWallet, PoS ,Internet Banking, NEFT,RTGS,IMPS, Online Bill Payment.