

# ***EPFO Personal Assistant Syllabus 2024***

## **English Language Syllabus**

<b>Topics Covered in English Language for EPFO Personal Assistant Syllabus</b>		
<b>Subject</b>	<b>Topics</b>	
<b>English Language</b>	Idioms & Proverbs	Error Detection
	Phrases	Adverbs
	Error Detection	Comprehension
	Cloze Test	Verbs
	Nouns	Pronouns
	Adjectives	Speech: Direct/Indirect
	Tenses	Singular & Plural
	Voice: Active/Passive	

## **General Awareness Syllabus**

**Topics Covered in General Awareness for EPFO Personal Assistant Syllabus**

<b>Subject</b>	<b>Topics</b>	
General Awareness	Current Affairs	Indian History
	Sports	Indian & World Geography
	Awards & Honors	Indian Constitution
	Books & Authors	Economy & Development
	Static GK	Natural Resources
	Days & Events	**Science in Daily

**Quantitative Ability Syllabus****Topics Covered in Quantitative Ability for EPFO Personal Assistant Syllabus**

<b>Subject</b>	<b>Topics</b>	
Quantitative Ability	HCF & LCM	Ratio & Proportion
	Profit & Loss	Number Systems
	Quadratic Equations	Number Series

	Fractions	Simplification
	Decimals	Data Interpretation
	Simple & Compound Interest	Mensuration
	Geometry	Time & Work
	Problems on Ages	

## Reasoning Syllabus

Topics Covered in Reasoning for EPFO Personal Assistant Syllabus		
Subject	Topics	
Reasoning	Puzzles	Analogy
	Blood Relations	Coding-Decoding
	Seating Arrangement	Calendars & Clocks
	Venn Diagram	Syllogism

## Computer Aptitude Syllabus

**Topics Covered in Computer Aptitude for EPFO Personal Assistant Syllabus**

<b>Subject</b>	<b>Topics</b>	
Computer Aptitude	Computer Abbreviations	Operating Systems
	Keyboard Shortcuts	E-mail
	Internet	Computer Viruses & Protection
	MS Office: Word, PowerPoint, Excel	Input & Output Devices
	Social Media	