OSSC Junior Executive Assistant Syllabus 2024

OSSC Junior Executive Assistant Syllabus 2024

The candidates will have to prepare certain subjects such as General Awareness, Logical reasoning for the preliminary and mains exam. Moreover, there will be a computer skill test which will be conducted for a total of 50 marks.

Prelims Syllabus

The Prelims syllabus will comprise General Awareness as the main subject. This will consist of various topics such as History, Geography, Human Rights, Indian Polity etc. Refer to the tables below for more details.

OSSC Junior Executive Assistant Prelims Syllabus	
Subject	**Topics**
General Awareness	o Current events, History, Geography, General Science, Constitution of India, Indian Polity & Governance, Human rights, Computer Fundamentals, English language, Odia language Grammar & comprehension as may be commonly expected from a graduate shall be asked. o The questions on logical reasoning and aptitude shall be of High School standard.

Mains Written Examination

The four courses included in the syllabus for the OSSC Junior Assistant Mains Exam are Computer Awareness, General Knowledge, Odia Language, Mathematics, and English Language. Examine the 2024 OSSC Junior Assistant Mains Exam Syllabus, which is provided here.

Language Test (English & Odia) Syllabus

Exam	Subject
Language Test	English & Odia
Syllabus	Grammar, Unseen passage, Essay writing, Letter writing, Transformation of sentences, Transformation of words, Antonyms and Synonyms, Correction of common errors, Idioms and Phrases, Punctuation marks, Sandhi, Samasa, Taddhita and K.rudanta, Composition, Comprehension

Arithmetic Syllabus

Exam	Subject
Arithmetic	
Syllabus	Fractions and Decimals, Percentage, Average, Simple Interest and Compound Interest, Rates and Taxes, Insurance, Profit and Loss, Discount, Mixtures, Partnership, Problems on Time & Work, Problems on Time and Distance, Ratio and Proportion, Statistics, Practical Mathematics

Data Interpretation Syllabus

Exam	Subject
Data Interpretation	
Syllabus	Practical questions involving interpretation of data, charts, graphs, and tables.

Logical Reasoning and Analytical, General Mental Ability Syllabus

Exam	Subject
Logical Reasoning	Logical reasoning questions
General Mental Ability	Analytical problems

Syllabus	High School standard questions.

Current Events of National and International Importance Syllabus

Exam	Subject
Current Events	National and International Importance
Syllabus	Current events, News, Important dates, Personalities, National and international affairs.

Computer/Internet Awareness Syllabus

Exam	Subject
Computer Awareness	
Syllabus	MS Windows, MS Office (Word, PowerPoint, Excel, Access), Internet usage, Basic networking concepts.

Typing Test in English Syllabus

Exam	Subject
Typing Test	English
Syllabus	Typing speed and accuracy in English.

Basic Concepts of Social Work Syllabus

Exam	Subject
Social Work	Basic Concepts
Syllabus	Fundamental concepts in Social Work, Principles, Methods, and Practice.

Basic Concepts of Sociology Syllabus

Exam	Subject

Sociology	Basic Concepts
Syllabus	Introduction to Sociology, Key concepts, Social structure, Social institutions.

Basic Concepts of Psychology Syllabus

Exam	Subject
Psychology	Basic Concepts
Syllabus	Basics of Psychology, Human behavior, Cognitive processes, Emotional and social behavior.

Basic Concepts of Economics Syllabus

Exam	Subject
Economics	Basic Concepts
Syllabus	Basic economic principles, Microeconomics, Macroeconomics, Economic policies.

Basic Concepts of Political Science Syllabus

Exam	Subject
Political Science	Basic Concepts
Syllabus	Introduction to Political Science, Political theories, Government structures, Public policies.

Human Rights, Social Legislations and Social Policy

Exam	Subject
Human Rights	Social Legislations and Social Policy
Syllabus	Human rights principles, Social legislation in India, Social policies.

Basic Understanding of Disability

Exam	Subject
Disability	Basic Understanding
Syllabus	Types of disabilities, Legal provisions, Rights of persons with disabilities, Disability rehabilitation.

Basic Managerial Skills

Exam	Subject
Managerial Skills	Basic Concepts
Syllabus	Fundamental managerial skills, Leadership, Communication, Decision making, Problem solving.

Emotional Intelligence

Exam	Subject
Emotional Intelligence	
Syllabus	Understanding and managing emotions, Emotional awareness, Empathy, Social skills.

Ethical Underpinnings of Social Security

Exam	Subject
Ethical Underpinnings	Social Security
Syllabus	Ethical principles, Social security systems, Policy implications.

Computer Test

Exam	Subject
Computer Test	

Syllabus	Computer Fundamentals, MS Windows, Office Software (MS Word, MS Excel, MS PowerPoint, MS Access), Usage of Internet, Basic Networking Concepts, Communication Technology.

Computer Fundamentals

Exam	Subject
Computer Fundamentals	
Syllabus	Basic concepts of computer hardware and software, Operating systems, Basic troubleshooting.

MS Windows

Exam	Subject
MS Windows	
Syllabus	Basic system operations on files and folders, Clipboard applications.

Office Software

Exam	Subject
Office Software	MS Word, MS Excel, MS PowerPoint, MS Access
Syllabus	Editing and formatting documents, Spreadsheet functions, Presentation creation and formatting, Database management.

MS Word

Exam	Subject
MS Word	
Syllabus	Editing and formatting text and graphics, Page setup, Inserting pictures and WordArt.

MS Excel

Exam	Subject
MS Excel	
Syllabus	Formatting cells and data, Functions, Formulae (Relative, absolute, and mixed references).

MS PowerPoint

Exam	Subject
MS PowerPoint	
Syllabus	Editing and formatting slides, Creating presentations.

MS Access

Exam	Subject
MS Access	
Syllabus	Creating and entering data into a database, Setting the primary key, Attaching printouts with answer sheets.

Usage of Internet, Services Available on Internet

Exam	Subject
Internet Usage	Services Available
Syllabus	Internet browsing, Email, Online services, Security best practices.

Basic Networking Concepts, Communication Technology

Exam	Subject
Networking Concepts	Communication Technology

Syllabus	Basic networking principles, Communication protocols, Network devices, Technologies used in communication.