

## **BIS Personal Assistant Syllabus 2024**

The BIS Personal Assistant Syllabus 2024 covers four major topics: general intelligence and reasoning, general awareness, quantitative aptitude, and English language. General Intelligence & Reasoning includes riddles, coding-decoding, and blood ties. General Awareness covers topics such as the Indian Constitution, Current Affairs, and General Science. Number theory, algebra, and probability are among topics covered in quantitative aptitude. The English Language part measures reading comprehension, sentence correction, and grammar. This syllabus ensures a comprehensive assessment of candidates' skills for the role.

### **BIS Personal Assistant Syllabus for General Intelligence & Reasoning**

The Reasoning section is one of the highest-scoring sections of the BIS Exam. This portion is typically of easy to moderate difficulty. Refer to the following topics to improve this section.

<b>BIS Personal Assistant Syllabus for General Intelligence &amp; Reasoning</b>	
Venn Diagram	Mirror
Numerical Series	Alphabetical Series
Statement Conclusion	Direction Sense Test
Analogy	Odd one out
Syllogism	Blood Relation

### **BIS Personal Assistant Syllabus for Quantitative Aptitude**

The most competitive, scoring, and time-consuming section is Maths or Quantitative Aptitude. To ace this section, improve your conceptual understanding and problem-solving speed in these areas.

<b>BIS Personal Assistant Syllabus for Quantitative Aptitude</b>	
S.I., C.I.	Mensuration
Trigonometry	Algebra
Time and Work	Geometry
Speed and Distance	Average
Percentage	Profit & Loss
Number System	Simplification

#### BIS Personal Assistant Syllabus for English Language

The English Language Section assesses the linguistic abilities of candidates. It is an easy exam of grammar, understanding, and vocabulary. To succeed in this area, practice these concepts using mock tests, PYQs, or any standard grammar book.

<b>BIS Personal Assistant Syllabus for English Language</b>	
Sentence Improvement	Error Detection
Sentence Rearrangement	Idioms and Phrases
Synonyms	Antonyms
Active Passive	Narration

One Word	Spelling Correction
Cloze test	General Awareness

### BIS Personal Assistant Syllabus for General Awareness

The most difficult and surprising aspect of the paper necessitates a broad awareness and understanding of one's surroundings, as well as national and worldwide events. It assesses candidates' capacity to recall facts and information about current and historical events of importance. The indicative syllabus for General Awareness is shown below:

<b>BIS Personal Assistant Syllabus for General Awareness</b>	
History	Geography
Polity	Economics
Science	Current Affairs
Static GK	