

Detail of syllabus for Mains exam (Descriptive type)

Name of post	Syllabus for descriptive exam	Reference Books
MTS (Multi-Tasking Staff)	<p>File Management and Organization (20 marks)</p> <ul style="list-style-type: none"> - Understanding File Organization and Categorization - Efficient Filing Systems and Techniques - Accurate Retrieval of Files and Information <p>Written Communication Skills (20 marks)</p> <ul style="list-style-type: none"> - Writing Official Letters and Emails - Effective Written Communication - Proper Formatting, Grammar, and Proofreading <p>Current Affairs (20 Marks)</p> <p>National Current Affairs</p> <ul style="list-style-type: none"> - Recent developments in Indian politics, governance, and public administration - Government schemes, policies, and initiatives - Major national events and celebrations <p>International Current Affairs-Important international summits, conferences, and meetings</p> <ul style="list-style-type: none"> - Bilateral and multilateral agreements and collaborations involving India - Global issues and their impact on India <p>Science and Technology - Recent advancements in science, technology, and innovation</p> <ul style="list-style-type: none"> - Discoveries and 	<ol style="list-style-type: none"> 1. NCERT Books of English Grammar up to 10th Class 2. General Knowledge Current Affairs And Who's Who? By Khanna and Verma. UpkarPrakashana 3. Current Affairs By Arihant Experts. Arihant Publications India limited. 4. Quantitative Aptitude for Competitive Examination By Vikas Experts. Vikas Publishing House 5. Arithmetic & Quantitative Aptitude for Competitive Exams. Published by Sura Books 6. The Mental Ability, Logical Reasoning & Problem Solving Compendium By Disha Experts. Disha Publication 7. NCERT books up to standard 10 for Computer Science 8. Pragma Kits available on https://chti.rajbhasha.gov.in/?9632?22 9. Effective Office Communications Noting & Drafting in English & Hindi. By Prof. Shital Parkash & M. K. Agarwal. Published by PustakMahal. 10. Interpersonal Communication Skills in the Workplace: EBook Edition By Perry MCINTOSH, Richard A. LUECKE. AMACOM Div American Mgmt Assn. <p>Note: Applicants are advised to go through the topics of the syllabus carefully. Books mentioned here are just for reference and mere mention of any of these doesn't mean that questions will be asked from these books only.</p>

	<p>breakthroughs in various scientific fields</p> <ul style="list-style-type: none">- Emerging technologies and their applications <p>Economic and Financial Affairs - Economic policies and reforms</p> <ul style="list-style-type: none">- Budget updates and economic indicators- Stock market trends and business news <p>Social and Cultural Developments</p> <ul style="list-style-type: none">- Social issues and reforms- Cultural events, festivals, and achievements- Important personalities in the fields of arts, literature, and sports <p>Task Organization and Time Management (20 marks)</p> <ul style="list-style-type: none">- Managing Multiple Tasks Simultaneously- Prioritizing Tasks Based on Deadlines and Importance- Developing Effective Time Management Strategies <p>Interpersonal Skills and Professionalism (20 marks)</p> <ul style="list-style-type: none">- Verbal Communication with Colleagues and Superiors- Active Listening Skills- Maintaining Confidentiality and Handling Sensitive Information	
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