

# Syllabus for written & computer test for Recruitment of Sub-Divisional Supervisors for Muktidhara Project, Office of the District Magistrate, Nadia

The detail syllabuses are as follows :

## Written Test :

**Total Marks: 100**

1. General Awareness (General Administrative Set up, History, Geography, Culture, Indian & State Political affairs) : 20 Marks
  2. General Arithmetic (Class X standard) : 20 Marks
  3. English (Report Writing – 10 Marks & Grammar – 10 Marks) : 20 Marks
  4. Bengali (Grammar – 5 Marks & Protibedan [Report] – 5 Marks) : 10 Marks
  5. Issues related Local Self Govt. & SHG movement of the State : 30 Marks
- Total Marks : 100 Marks**

## Computer Test :

**Total Marks : 100**

1. MS Word (different application of MS Word) : 20 Marks
  2. Typing Speed : 10 Marks
  3. MS Excel (Preparation of tabular format from description, Graphical representation of the table, Calculate the entered data by using formula, Using Print Title) : 30 Marks
  4. Preparation of a PowerPoint Presentation by using design & animation : 30 Marks
  5. Using Internet & E – Mail : 10 Marks
- Total Marks : 100 Marks**

N.B. No negative marking system