

INDIAN PHARMACOPOEIA COMMISSION
(Ministry of Health & Family Welfare)
Sector-23, Raj Nagar, Ghaziabad -201002

Exam Pattern & Syllabus of Written Examination for appointment to the post of Administrative Assistant (03 UR & 01 OBC) in the Pay Matrix Level-5; (Rs. 29,200 – 92,300/-) as per 7th Central Pay Commission.

Examination Pattern

PART-I					
Section	Name of subject	No. of Questions	Maximum Marks	Mode of Questions	Duration
A.	General Intelligence and Reasoning	25	25	Multiple Choice Questions	100 minutes
B.	Quantitative Aptitude	25	25		
C.	English Comprehension	20	20		
D.	General Awareness	20	20		
E.	Knowledge in Computer Application	10	10		
PART-II					
This part will contain 07 descriptive type questions out of which it is mandatory to answer any 05 questions carrying 10 marks each.			50	Descriptive Questions	50 minutes

Note:

- i. There will be negative marking of 0.25 marks for each wrong answer in PART-I and the answer sheet (Part-II) will only be evaluated if the candidate qualifies in Part-I of Question Paper with atleast 50% marks.
- ii. The minimum qualifying marks in Part-II would be 33 percent.

Syllabus for PART-I

- A. General Intelligence and Reasoning:** It will include questions of both verbal and non-verbal type. The test will include questions on Analogies, Similarities and Differences, Relationship Concepts, Non-verbal Series, Visual Memory, Statement Conclusion, Problem-solving, Analysis, Arithmetic Number Series, Coding and Decoding, Syllogistic Reasoning, Judgment, Decision Making, Arithmetical Reasoning and Figural Classification, Symbolic & Number Analogy, Figural Analogy, Number Series, Figural Series, Word Building, Coding & decoding, Numerical & Symbolic Operations, Venn Diagrams, Punched hole/pattern – folding & Unfolding, Figural Pattern-folding and completion, Indexing, Date & City matching, Small & Capital Letters / Numbers Coding, Decoding and Classification, Emotional Intelligence, Social Intelligence, Other sub-topics.
- B. Quantitative Aptitude:** It will include questions on the following topics;

- **Number System:** Computation of Whole number, Decimal and Fractions, Relationship between numbers.
 - **Fundamental Arithmetical Operations:** Percentage, Ratio & Proportion, Square roots, Averages, Interest (Simple & Compound), Profit & Loss, Discount, Mixture & Allegation, Partnership Business, Time & distance, Time & Work, Problem on trains, Boat & Streams
 - **Algebra:** Basic algebraic identities of School Algebra, Pipe & Cistern and Graph of Linear Equations. Familiarity with elementary geometric figures.
 - **Geometry:** Triangle and its chords, tangents, angles subtended by chords of a circle, Circle and its chords, Common tangents to two or more circles.
 - **Mensuration:** Triangle, Quadrilaterals, Circle, Square, Regular Polygons, Right Circular Cone, Right Circular Cylinder, Rectangular Parallelepiped, Sphere, Hemisphere.
 - **Trigonometry:** Trigonometric Complementary angles, Height & distances, Standard identities (i.e. $\sin^2\theta + \cos^2\theta = 1$ etc.), Trigonometric ratio, Volumes, Areas.
 - **Statistical Chart:** Use of Tables & Graphs, Bar diagram, Pie chart, Frequency Polygon, Histogram.
 - **Other:** Probability, Permutations and Combinations etc.
- C. English Comprehension:** This part will include questions on Spotting the error, Fill in the blanks, Synonyms, Antonyms, Idioms & Phrases, One Word Substitution, Sentence Improvement, Active/Passive Voice of Verbs, Conversion into Direct/Indirect Narration, Comprehension Passage, Shuffling of sentences in a passage, Cloze Passage, Spelling/ Detecting misspelled words, Shuffling of sentence parts, Error Correction (Underlined Part) etc.
- D. General Awareness:** It will include questions relating to India and its neighbouring countries especially pertaining to History, Geography, Economic Scene, Culture, General policy, Scientific Research etc. This part will also include the questions related to Indian Constitution, Famous Days & Dates, Chemistry, Physics, Sports, Environment and Indian Parliament and Inventions in the World.
- E. Knowledge in Computer Applications:** Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input / Output Devices, Computer Software-Relationship between Hardware and Software, Operating System, Application of Information technology in Government for E-Governance, MS-Office (exposure of Word, Excel/spreadsheet, Power-point) etc.

Syllabus for PART-II

This part will be containing descriptive type questions relating to essay, letters, comprehension and paragraph writing etc.