No.04-07/2024-PSC                                                    Dated: 17.03.2025

**Syllabus for Paper-II i.e. Subject Aptitude Test (SAT) for the recruitment to the post(s) of Junior Office Assistant (IT), Group-C (on contract basis) in HP Public Service Commission, Shimla.**

The Subject Aptitude Test (SAT) shall be of 02 hours duration having 100 marks. The Subject Aptitude Test (SAT) paper shall cover the following topics:

1. **COMPUTER:-**                                                    **(70 Marks)**
   - Introduction to Computer (Generation, History, Important Computer Terms, Computer Abbreviations),
   - Input/ Output Devices
   - Computer Memory,
   - Software
   - Computer Languages,
   - Windows,
   - Basic Dos Commands,
   - Microsoft Office (Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft One Note, Microsoft Outlook, Microsoft Publisher, Microsoft Access),
   - DBMS,
   - Computer Networks,
   - Internet & Intranet,
   - WWW & Web Browser,
   - Email,
   - Operating System,
   - Computer System,
   - Data Communication,
   - Basic Logic Gates,
   - HTML,
   - C Language, C++ Language,
   - MS-DOS.

2. **REASONING:-**                                                    **(30 Marks)**
   - Visual Memory,
   - Clocks & Calendars,
   - Number Series,
   - Number Ranking,
   - Arithmetical Reasoning,
   - Alphabet Series,
   - Cubes and Dice,
   - Non-Verbal Series,
   - Analogies,
   - Blood Relation

Sd/-
Joint Secretary,
HP Public Service Commission