

Gujarat Secondary Service Selection Board



GSSSB Bin Sachivalay Clerk, Office Assistant Exam Pattern

Part-1 Written Exam

Name of subject	Marks
History of Gujarat and Sanskrit	25 Marks
Gujarati Grammer	25 Marks
English Grammer	25 Marks
Current Affairs, General Knowledge, Aptitude Quantitative	50 Marks
Basics of Computer	25 Marks
Indian Constitution & Jaher Vahiavat	50 Marks

Part-2 Computer Efficiency Test

Topic	Marks
Gujarati Typing Test	20 Marks
English Typing Test	20 Marks
Basic Computer Practical Exam	60 Marks
Total	100 Marks

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GSSSB Bin Sachivalay Clerk, Office Assistant Syllabus

Gujarati, English Grammer

- Spelling Test.
- Sentence Arrangement.
- Error Correction (Underlined Part).
- Transformation
- Passage Completion.
- prepositions
- Sentence Improvement.
- Spotting Errors.
- Antonyms
- Homonyms,
- synonyms
- Word Formation
- Direct and Indirect speech
- Active and Passive Voice.
- Para Completion.
- Idioms and Phrases.
- substitution
- Joining Sentences.
- Theme Detection,
- Topic rearrangement of passage
- Error Correction (Phrase in Bold).
- Fill in the blanks.
- Data Interpretation.
- Spelling Test.
- Sentence Completion.
- Sentence Arrangement

Current Affairs

- National affairs
- Sports/ Games
- Environment, Ecology, and Climate
- Current General Knowledge
- Science/ Technology

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- International Affairs
- Economy And Business World

General Knowledge

- Space & IT.
- Indian Constitution.
- National News (current).
- Indian Culture.
- Economy.
- About India.
- History – India & World.
- Cultural Heritage.
- General Science.
- Political Science.
- International issues.
- Abbreviations.
- Economic Scene.
- Everyday Science.
- Indian National Movement.
- Indian Polity & Governance.
- Science & Technology.
- Scientific observations.
- Sports and Games.
- Science – Inventions & Discoveries.
- Important Days.
- General Knowledge of Karnataka.
- Important Financial & Economic News.
- Current Affairs – National & International.
- Indian Constitution.
- History.
- General Politics.
- Awards and Honors.
- Culture.
- Books and Authors.
- Current events.
- Geography.
- Current Affairs.
- Social Science.

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- Inventions in the World.
- Indian Economy.
- Indian Parliament.
- Botany.
- Chemistry.
- Indian Politics.
- Sports.
- Zoology.
- Environment.
- Basic Computer.
- Indian History.
- Famous Days & Dates.
- Famous Books & Authors.
- Geography.
- Physics.
- Indian Culture.

Quantitative Aptitude

- Pipes and Cisterns.
- Partnership.
- Problems on L.C.M and H.C.F.
- Compound Interest.
- Numbers and Ages.
- Probability.
- Problems on Trains.
- Averages.
- Percentages.
- Volume and Surface Area,
- Races and Games.
- Quadratic Equations.
- Ratio and Proportion.
- Odd Man Out.
- Mixture and allegation Stocks and shares,
- Computation of Whole Numbers.
- Square Roots.
- Mixture and Allegations.
- Partnership Business.
- Time and Distance.

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- Decimals and Fractions.
- Relationships between Numbers.
- Percentages.
- Interest.
- Discount.
- Simple Equations.
- Boats and Streams.
- Profit and Loss.
- Indices and Surds.
- Boats and Streams.
- Problems on Numbers.
- Odd Man Out.
- Compound Interest.
- Mixtures and Allegations.
- Numbers and Ages.
- Problems on L.C.M and H.C.F.
- Problems on Trains.
- Areas.
- Volumes.
- Races and Games.
- Averages.
- Mensuration.
- Permutations and Combinations.
- Bar & Graphs,
- Line charts, Tables
- Simple Interest.
- Time and Work Partnership.
- Simplification and Approximation

Basics of Computer

- Includes Computer-related general questions
- History of computers,
- Networking and communication,
- Database basics,
- Basics of Hacking, Security Tools, and Viruses
- Basics of Hardware and software,
- Windows operating system basics,
- Internet terms and services,

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- Basic Functionalities of MS-Office(MS-word, MS-Excel, MS-PowerPoint)
- Fundamentals of Computer.
- Internet & its usage etc.

Indian Constitution

- Introduction to Indian Constitution
- Fundamental Rights
- Union Government
- State Government
- Local Self Government