

Gujarat Secondary Service Selection Board



GSSSB Head Clerk Exam Pattern

Part-1

Paper	Subject	Marks	
Paper 1	General Knowledge	80 Marks	
	Gujarat Literature	50 Marks	
	English	40 Marks	
	Mathematics	30 Marks	
Total Marks		200 Marks	

Part-2

Paper	Subject	Marks	
Paper 2	Gujarati Typing	30 Marks	
	English Typing Test	20 Marks	
	Computer Practical test with reference to the basic knowledge of computer applications as prescribed in (PART –III)	50 Marks	
Total Marks		100 Marks	

Gujarat Secondary Service Selection Board



Computer Practical Test (PART –III)

Particulars	Marks
Preparing a note in a word file	10 Marks
Preparing a PowerPoint slide for presentation based on data provided	15 Marks
Preparing an Excel spreadsheet and answering an arithmetic problem	15 Marks
E-mails (with attachments)	10 Marks

GSSSB Head Clerk Syllabus

General Knowledge

- Awards
- Authors
- Flower
- Defense
- Culture
- Religion
- Languages
- Capitals
- Wars and
- Neighbors
- Current Affairs
- History
- Anthem
- Important National Facts
- Heritage and Arts

Gujarat Secondary Service Selection Board



- Dance
- Currencies
- Bird
- Animal
- <https://www.freshersnow.com/syllabus/>
- Abbreviations
- Discoveries
- Diseases and Nutrition
- Song
- Flag
- Monuments
- Personalities
- Freedom Movement
- Championships
- Winners
- Terms
- Common Names
- Full forms
- Soil
- Rivers
- Mountains
- Ports
- Inland Harbors
- Number of Players
- Culture
- Religion
- Dance
- Heritage and Arts

Gujarati

- Vocabulary
- Antonyms
- English Language
- Articles
- Pronouns
- Adjectives
- Prepositions
- Conjunctions and Question tag

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- Verb and Tense Agreement between subject and verb Gerund
- Participles
- Model auxiliaries
- Usage of the can may should etc
- Use of some many any few a little since and for
- Active and passive voice
- A degree of adjectives
- Common errors of usage etc

English

- Spellings/ Detecting Mis-spelt words
- Antonyms and their correct usage
- Common Error
- Active/Passive Voice of Verbs
- Comprehension Passage
- Spot the Error
- Cloze Passage
- Fill in the Blanks
- Shuffling of Sentence parts
- Conversions
- Sentence Rearrangement
- Grammar
- Shuffling of Sentences in a passage
- Improvement of Sentences
- Synonyms/Homonyms
- Antonyms
- Vocabulary
- Idioms & Phrases
- One word substitution

Aptitude

- Probability
- Time and Distance
- Quadratic Equations
- Odd Man Out
- Races and Games
- Numbers and Ages

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- Averages
- Mensuration
- Profit and Loss
- Problems on Numbers
- Pipes and Cisterns
- Indices and Surds
- Simple Equations
- Permutations and Combinations
- Compound Interest
- Boats and Streams
- Simplification and Approximation
- Mixtures and Allegations
- Simple Interest
- Problems on LCM and HCF
- Time and Work Partnership
- Problems on Trains
- Ratio and Proportion
- Areas
- Volumes
- Percentages

Computer

- MS Word, Microsoft OneNote
- Microsoft Access
- Introduction to Computer Science
- Boolean Algebra
- Computer Networks
- Emerging Technologies and Web Publishing
- PC Software and Office Automation
- Database Management System
- Data Structures
- MS PowerPoint
- MS Visio and MS Excel
- Microsoft Outlook
- The Internet
- Workplace Productivity Tools
- MS Project, Microsoft Publisher

Gujarat Secondary Service Selection Board



Reasoning

- Mirror Images
- Grouping Identical Figures
- Figure Matrix Questions
- Problem on Age Calculation
- Decision Making
- Inference
- Analogy
- NonVerbal Series
- Test of Direction Sense
- Number Series
- Alphabet Series
- Arguments
- Ven Diagram
- Blood Relations
- Coding and Decoding
- Number Ranking
- Arithmetical Reasoning