UDUPI COCHIN SHIPYARD LIMITED (UCSL)

SYLLABUS FOR PART-A : GENERAL

Topics	Description
General Knowledge	• Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States & Union Territories / International Organizations. • General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology • Sports & Games • Important Events/ Movements / Leaders / Places / Years • Writers – Authors – Biography - Autobiography • Abbreviations
General English	• Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms & Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural
Reasoning	• Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence
Quantitative Aptitude	• Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations & Combinations / Probability.

SYLLABUS FOR PART-B
DETAILED SYLLABUS OF OFFICE ASSISTANT

Sl No	Topics	Description
1	Office Administration	• Office procedures • Record keeping and maintenance of files • Official correspondence • Business Communication- Office etiquettes, E-mail correspondence • Duties and responsibilities of Office Assistants • Paperless office and Digitalized environment • E-commerce • Cyber security
2	Computers & Devices	• Basic Computer terminology • History of computers • Devices- Input, Output devices • Memory and types of memory
3	Uses and applications	• MS Office - MS Word, Excel etc • Data entry • Computer networks, Maintenance, Data storage • Operating systems-Windows • Basics of Internet, ERP