**NATURE OF PAPER**

**G - III EXAMINATION**

**OFFICE MANAGEMENT ASSISTANT**

**Theory Paper:**

* In theory 40% will be passing marks.
* No Break will be observed between objective & subjective theory paper.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.#** | **Subject** | **Type of Questions** | **Total Question** | **Division of Marks** | **Total Marks** |
| 1 | Office Procedures & Managements  | MCQs | 15 | 15 | **50** |
| Fill in the Blanks | 10 | 20 |
| 2 | Business letters & Report writing  | MCQs | 10 | 10 |
| 3 | Functional English  | MCQs | 5 | 5 |

Objective Paper **Time: One hour**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.#** | **Subject** | **Total Questions** | **Weightage** | **Division of Marks** | **Total Marks** |
| 1. | Office Procedures & Managements  | 3 | 8+8+8 | 24 | **50** |
| 2. | Business letters & Report writing | 2 | 5+5 | 10 |
| 3. | Functional English | 2 | 8+8 | 16 |

Subjective Paper **Time: One & a half hours**

**Practical Test:**

* In Practical 60% will be passing marks.

|  |  |  |
| --- | --- | --- |
| **Day** | **Subject** | **Marks** |
| 1st Day | * Word
* PowerPoint
* Excel
* In Page
 | 100 |
| 2nd Day | * Short Hand & Typing Speed
 | 100 |

 **Time: 5 Hours Each Day**