



ASSAM SKILL UNIVERSITY

(A Government of Assam University)

MANGALDOI, DISTRICT: DARRANG, ASSAM

**Guwahati Office: 3rd Floor, DECT Building, Employment Exchange Complex,
Rehabari, Guwahati – 781008**

Syllabus for written examination for the post of Junior Assistant

(50 marks)

1. English grammar (Class 10 standard)
2. General Aptitude & Reasoning
3. Essential knowledge of office procedures

Syllabus for computer skill test for the post of Junior Assistant

(30 marks)

1. Letter drafting in Microsoft word
2. Basic calculations and tabulation in MS Excel
3. VLOOKUP and mail merge

Sd/-

Registrar