29.07.2025

Syllabus MTS (Lab Attendant-Computer)

Topics	Brief Description	Weightage
General Awareness & Computer Knowledge	General awareness on Social Studies (History, Geography, Art and Culture, Civics, Economics), General Science and Environmental studies up to 10th Standard. Computer fundamentals, operating systems, Microsoft Office suite (Word, Excel, PowerPoint), internet usage, basic computer hardware & software and basic networking concepts.	50%
Numerical and Mathematical Ability	Basic questions of Integers and Whole Numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots etc.	20%
Reasoning Ability and Problem Solving	Basic questions on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock, etc.	20%
English Language and Comprehension	Candidates' understanding of the basics of English Language, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and to test comprehension, a simple paragraph may be given and question based on the paragraph to be asked.	10%

Administrative Officer (P&A)