

BIS Syllabus Pdf Download for Senior Secretariat Assistant, Personal Assistant etc.

BIS Syllabus Pdf Download: Bureau of Indian Standards Department of Consumer Affairs, Ministry of Consumer Affairs Food and Public Distribution has issued notification for recruitment to various types of posts. In this video, detailed information will be given about BIS Syllabus. Candidates should download BIS Syllabus Pdf and keep it with them so that they will be clear about what will be asked in the exam and from which topic you have to prepare.

In this blog post, we'll explore the key elements of the BIS syllabus, providing insights into the subjects, structure, and preparation tips to help you navigate your way through this important certification process. Whether you're a student, an industry professional, or someone interested in quality control, this guide will serve as your go-to resource for mastering the BIS syllabus.

BIS Selection Process:

For Assistant Director (Administration & Finance)- For Finance:

- Online Exam; and Interview

Assistant Director (Marketing & Consumer Affairs)

- Online Exam; and Interview

Assistant Director (Hindi):

- Online Exam; and Interview

Personal Assistant:

- Online Exam
- Skill Test:

(i) Computer Proficiency Test: The test shall comprise course on Level-6 of National Skill Qualification Framework, which shall be qualifying in nature

(ii) Typing Speed Test: [A typing speed of thirty five words per minute in English or thirty words per minute in Hindi on computer (thirty five words per minute and thirty words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Time allowed - ten minutes]. The test shall be qualifying in nature.

Assistant (Computer Aided Design):

- Online Exam
- Practical Skill Test on drawing using Autocad/draftsmanship. The test shall be qualifying in nature.

Stenographer:

- Online Exam
- **Skill Test**
 1. **Computer Proficiency Test:** The test shall comprise course on Level-5 of National Skill Qualification Framework, which shall be qualifying in nature
 2. **Shorthand Test:** English/Hindi Shorthand test at the speed of eighty words per minute which the candidates shall have to transcribe on Computer in fifty or sixty five minutes, respectively. The test shall be qualifying in nature.

Senior Secretariat Assistant

- Online Exam
- Qualifying Skill Test in Computer Proficiency consisting of:
 - (a) Word Processing Test - 2000 Key Depressions in fifteen minutes;
 - (b) Test in Spreadsheets on Microsoft Excel - fifteen minutes; and

(c) Test in PowerPoint (Microsoft Powerpoint) – fifteen Minutes

Junior Secretariat Assistant:

- Online exam
- **Typing Speed Test:** A typing speed of Thirty-five words per minute in English or Thirty words per minute in hindi on Computer (Thirty Five words per minute and Thirty Words per minute correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word). Time allotted- (10 Minutes). The test shall be qualifying in nature.

Technical Assistant (Lab)

- Online Exam
- Practical/Skill Test

Senior Technician

- Online Exam
- Practical/Skill Test

Technician

- Online Exam
- Practical/Skill Test

BIS Exam Pattern:

Exam Pattern for the posts of Assistant Director (Hindi), Assistant Director (Finance) and Assistant Director (Marketing & Consumer Affairs), the exam shall be of Post-graduate Level comprising of the following syllabus:

Name of the Test	Ques/Marks
General Intelligence & Reasoning	40/40
English Language	40/40
Quantitative Aptitude	20/20
For Assistant Director (Hindi):Domain Knowledge in Hindi Language For Assistant Director (Finance)- Domain Knowledge in Finance For Assistant Director (Marketing & Consumer Affairs): Domain knowledge in Public Relations/ Publicity/ Advertising/ Scientific Journalism	50/50
Total	150/150

Exam Pattern for Technical Assistant (Laboratory) and Assistant (Computer Aided Design) the exam shall be of Graduate Level and for the post of Senior Technician, & Technician the exam shall be of Senior Secondary Level and Secondary Level respectively; comprising of the following syllabus:

Name of the Test	Ques/Marks
General Intelligence & Reasoning	50/50

English Language	25/25
Quantitative Aptitude	25/25
Technical Assistant (Lab.) Technical Knowledge of concerned discipline (Mechanical, Chemical, Microbiology) Assistant (Computer Aided Design) Question related to Typography, Auto CAD, Press work and Draftsmanship Senior Technician Questions related to common syllabus of ITI & relevant trade (Senior Secondary Level) Technician Questions related to common syllabus of ITI & relevant trade (Secondary level)	50/50
Total	150/150

Exam Pattern for the posts of Assistant Section Officer, Personal Assistant, Stenographer, Senior Secretariat Assistant and Junior Secretariat Assistant the exam shall be of Graduate Level comprising of the following syllabus:

Name of the Test	Ques/Marks
General Intelligence & Reasoning	50/50
English Language	25/25
Quantitative Aptitude	25/25
General Awareness	50/50
Total	150/150

BIS Syllabus Pdf Download:

BIS General Intelligence & Reasoning Syllabus

- Analogy (समानता)
- similarities and differences (समानताएं और भेद)
- spatial visualization (स्थानिक दृश्य)
- spatial orientation (स्थानिक उन्मुखीकरण)
- visual memory (दृश्य स्मृति)
- discrimination (भेदभाव)
- observation (अवलोकन)
- relationship concepts (रिश्ते की अवधारणा)
- arithmetical reasoning (अंकगणितीय तर्क)
- figural classification (वर्गीकरण)

- arithmetic number series (अंकगणित संख्या श्रृंखला)
- non- verbal series (गैर मौखिक श्रृंखला)
- coding and decoding (कोडिंग और डिकोडिंग)

BIS English Language Syllabus

- Spot the Error
- Fill in the Blanks
- Synonyms/Homonyms
- Antonyms
- Spellings/Detecting Mis-spelt words
- Idioms & Phrases
- One Word Substitution
- Improvement of Sentences
- Active/Passive Voice
- Direct/Indirect Speech
- Para jumbles
- Cloze Passage & Reading Comprehension

BIS Quantitative Aptitude Syllabus

- Number Systems (नंबर सिस्टम)
- Computation of Whole Numbers (संपूर्ण संख्याओं की गणना)
- Decimals and Fractions and relationship between Numbers (दशमलव और अंश और संख्याओं के बीच संबंध)
- Fundamental arithmetical operations (मौलिक अंकगणितीय संचालन)
- Percentages (प्रतिशत)
- Ratio and Proportion (अनुपात और समानुपात)
- Averages (औसत)
- Interest (ब्याज)
- Profit and Loss (लाभ और हानि)
- Discount (छूट)
- Mensuration (क्षेत्रमिति)
- Time and Distance (समय और दूरी)
- Ratio and Time (अनुपात और समय)
- Time and Work (समय और काम)

BIS General Awareness Syllabus

- Relating to India and its neighboring countries especially pertaining to sports (भारत और उसके पड़ोसी देशों से संबंधित है विशेषकर खेलों से संबंधित)
- History (इतिहास)
- Culture (संस्कृति)

- Geography (भूगोल)
- Economic Scene (आर्थिक दृश्य)
- General Polity (सामान्य राजनीति)
- Indian Constitution (भारतीय संविधान)
- Scientific Research (वैज्ञानिक अनुसंधान)