

	<p style="text-align: center;"><b>AIRPORTS AUTHORITY OF INDIA</b> (‘A’ MINI RATNA-CATEGORY- 1 PUBLIC SECTOR ENTERPRISE) <b>Regional Headquarters, North Eastern Region,</b> <b>LGBI Airport, Guwahati-781015</b> <b>Advt. No.01/2025/DR/NER</b></p>
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**SYLLABUS FOR COMPUTER BASED TEST (CBT) FOR**  
**SENIOR ASSISTANT(ELECTRONICS)**

**Advertisement No. 01/2025/DR/NER**

<b>Post Code</b>	<b>Name of Post</b>	<b>Weightage/Syllabus</b>
<b>01</b>	<b>Senior Assistant (Electronics)</b>	<p>a) 70% questions on subjects relating to educational qualifications prescribed for the post; and</p> <p>b) 30% on General Knowledge, General Intelligence, General Aptitude, English etc.</p>

General Manager (HR)  
Airports Authority of India  
North Eastern Region, Guwahati



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**LGBI Airport, Guwahati-781015**  
**Advt. No.01/2025/DR/NER**

**SYLLABUS FOR COMPUTER BASED TEST (CBT) FOR JUNIOR ASSISTANT (HR)**

**Advertisement No. 01/2025/DR/NER**

Post code & Name of post	Syllabus/Weightage
02. Junior Assistant (HR)	<p>a) 50% questions on subjects relating to educational qualifications prescribed for the post; and</p> <p>b) 50% question on General Knowledge, General Intelligence, General Aptitude, English etc.</p> <p><b>Syllabus pertaining to the Part “ 50% Question on subjects relating to Educational Qualification prescribed for the Post” is as below:</b></p> <p>i) <b>Office and office Management:</b> - meaning of office, function of office, primary and administrative functions, importance of office. Relation of office with other departments of business Organization. Concept of paperless office, virtual office, back and front office, open and private office. Definition and elements of office management, duties of an Office Manager. Office routine, flow of work and office manual.</p> <p>ii) <b>Filing and Indexing:</b> - Meaning and importance of filing, essential of good filing system. Centralized and decentralized filling system. Meaning, need and types of indexing used in the business organization. Retention and weeding out of papers.</p> <p>iii) <b>Office forms:-</b> Meaning and types of forms used in business organization, advantages, forms controls, objectives, form designing, principles of forms designing and specimens of forms used in office. Office Record Management-Meaning, importance of record keeping management, principles of record management and types of records kept in a business organization.</p> <p>iv) <b>Communication:</b> - Meaning, importance, process of communication, objectives of effective communication. Forms of communication-oral, written, visual and audiovisual. Types of office communication internal and external. Barrier to communication and overcoming the barriers.</p> <p>v) <b>Office meetings:-</b> Notice, Agenda, Resolutions, Minutes and confirmation of the Minutes. Abbreviations and terms used in Business Correspondence.</p> <p>vi) <b>Behavioural Skills:-</b> Personality development, importance of good human relations, understanding organizational culture, management of time and stress, importance of ethics and values.</p> <p>vii) <b>Office Accommodation and Environment:-</b> Record Maintenance/Management, Office Record Management, Importance, Filing Essentials, Classification and arrangement of files, Modern methods of filing and Modern filling devices.</p> <p>viii) <b>Office Correspondence and Mail Services:</b> - Form Letters, Meaning, Principles and Factors to be considered in designing office forms writing, Writing effective sentences, cohesive writing, clarity and conciseness in writing.</p> <p>ix) <b>Main provisions of Official Language Act applicable to Govt. office.</b></p>

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**SYLLABUS FOR COMPUTER BASED TEST (CBT) FOR  
JUNIOR ASSISTANT (FIRE SERVICES)**

**Advertisement No. 01/2025/DR/NER**

Post Code	Name of post	Syllabus/Weightage		
			Marks	Standard
03	Jr. Asstt.(FS)	Basic Arithmetic	25	10 <sup>th</sup> Standard
		Basic Science	25	
		Elementary English/Grammar	25	
		General Knowledge	25	12 <sup>th</sup> Standard

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