

**Syllabus  
for  
General Paper  
(COQP11)**

## General Paper (COQP11)

### Note:

- i. *The Question Paper will have 100 questions comprising of Verbal Ability/ Language Comprehension, General Knowledge/Awareness, Computer Basics and Logical Reasoning.*
- ii. *All questions will be compulsory.*
- iii. *Candidate has to Attempt Verbal Ability/ Language Comprehension in one language only. i.e. Either English or Hindi.*
- iv. *The Remaining Questions would be Bilingual.*

## General Paper (COQP11)

### 1 English/Comprehension

English Grammar  
English Usage Errors  
Jumbled Para  
Sentence Correction  
Sentence Improvement  
Reading Comprehension  
Paragraph Completion  
One-word Substitution  
Synonyms & Antonyms  
Idioms & Phrases

### हिन्दी पाठ बोधन (Comprehension)

हिन्दी व्याकरण  
अशुद्ध प्रयोग  
परिच्छेद का उचित क्रम  
वाक्य शुद्धि  
वाक्य परिष्कार  
पाठ बोधन  
वाक्य की पूर्णता  
अनेक शब्द के लिये एक शब्द  
समानार्थी एवं विलोम  
मुहावरे एवं कहावते

**2. General Knowledge/Awareness**

Literature  
History  
Indian Constitution  
Personalities  
Sports  
National and International Economy  
Economics  
Science  
Politics  
Trade Awareness  
Geography  
Culture

**3. Computer Basics**

Fundamentals of Computer  
Computer Abbreviations  
Computer Shortcut Keys  
Microsoft Windows  
Microsoft Office  
MS Word  
MS PowerPoint  
MS Excel  
MS Access  
MS Outlook  
Types of Computer  
Storage Devices  
Hardware and Software  
Input and Output Devices  
Internet  
Computer Networks  
Websites  
Web Browsers  
Computer Virus  
Important Computer-related Terms

**4. General Aptitude & Logical Reasoning**

**General Aptitude**

Clocks  
Calendar

Average  
Simplification  
Problems on Ages/Numbers/Train  
LCM and HCF  
Percentage  
Profit & Loss  
  
Partnerships  
Compound Interest  
Ratio & Proportion  
Simple Interest  
Time & Work  
Pipes & Cisterns  
Time & Distance  
Stock & Shares  
Discount/Bankers Discount  
Geometry & Mensuration  
Sets & Union  
Permutation & Combination  
Mixture & Allegation  
Area  
Volume and Surface Area

**5. Logical Reasoning**

Ranking Tests  
Linear  
Arrangements  
Matrix Arrangements  
Sequencing  
Statements Arguments  
Cause and Effects  
Statements Assumptions  
Statements and Conclusion  
Number Series  
Blood Relationship Tests  
Coding and Decoding  
Inferences  
Non-Verbal Reasoning  
Analogy Test  
Symbol Based Problems  
Direction and Distance Test  
Analytical Reasoning