University Grants Commission

Curriculum for Post of Senior Administrative Assistant/Senior Assistant

Second Paper

(Assistant Level, I Class)

Full Marks: 100 Pass Marks: 40 Time: 3 Hours

- 1. Meaning and Importance of Secretarial work.
- 2. Meaning, nature and important of Organization Communication.
- 3. Draft, review and presentation of work progress report review and presentation of progress report.
- 4. Significance of MIS in office management.
- 5. Concept and significance of Office Management and Organization
- 6. Office Layout, Occupational health and safety
- 7. Meaning, importance of Records
- 8. Importance and functions of Filing.
- 9. Preparation of different types of Filing; Alphabetical, Numerical and Subjective Classification.
- 10. Procurement Process, Inventory management, repairing, maintenance and protection of office properties.

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Mark distribution for each area

S.N.	Areas 🗒 💢	Marks Allocated
1.	Meaning and Importance of Secretarial work.	10
2.	Meaning, nature and important of Organization Communication.	10
3.	Draft, review and presentation of work progress report review and presentation of progress report.	10
4.	Significance of MIS in office management.	10
5.	Concept and significance of Office Management and Organization	10
6.	Office Layout, Occupational health and safety	10
7.	vieaning, importance of Records	10
8.	Importance and functions of Filing.	10
9.	Preparation of different types of Filing; Alphabetical Numerical and Subjective Classification.	10
10.	Procurement Process, Inventory management, repairing, maintenance and protection of office properties.	10
	Total	100

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