

# Purnea University Syllabus

## Purnea University Non Teaching Syllabus - Computer proficiency

- Memory
- Hardware
- Networking
- Computer Shortcuts
- Important Abbreviations
- Internet Usage
- Word Processing – MS Word etc.
- Fundamentals of Computer
- History of Computer
- Internet
- MS Office – Word, Powerpoint, Excel & Access

## [www.purneauniversity.ac.in](http://www.purneauniversity.ac.in) Mental Aptitude / Reasoning Syllabus

### Verbal Reasoning

- Analogy
- Series Completion
- Verification of truth of the Statement
- Situation Reaction Test
- Direction Sense Test
- Classification
- Data Sufficiency
- Alpha- Numeric Sequence Puzzle
- Puzzle Test
- Blood Relations
- Coding- Decoding
- Assertion and Reasoning
- Arithmetical Reasoning
- Operations of Mathematics
- Venn Diagrams
- Word Sequence
- Missing Characters
- Sequential Output training
- Directions
- Test on Alphabets
- Eligibility Test

### Non-Verbal Reasoning

- Dot Situation

## **Purnea University Syllabus**

- Identical figure groupings
- Forming figures and analysis
- Construction of squares and Triangles
- Series
- Analogy
- Analytical Reasoning
- Paper Folding
- Paper Cutting
- Cubes and Dice
- Water Images
- Mirror Images
- Figure Matrix
- Completion Incomplete Pattern
- Spotting embedded figures
- Classification
- Rules Detection

### **Purnea University English Syllabus**

- Substitution
- Sentence Arrangement
- Transformation
- Prepositions
- Fill in the blanks
- Para Completion
- Joining Sentences
- Error Correction (Underlined Part)
- Antonyms
- Spelling Test
- Synonyms
- Idioms and Phrases
- Passage Completion
- Error Correction (Phrase in Bold)
- Spotting Errors
- Sentence Completion
- Active and Passive Voice
- Sentence Improvement

### **पूर्णया विश्वविद्यालय Non Teaching General Awareness Syllabus**

- General Science.
- Books.
- General Knowledge.

## Purnea University Syllabus

- History.
- Geography.
- Awards.
- Indian Economy
- Abbreviations.
- International & National Organizations.
- Authors.
- Environment.
- Budget.
- Current Affairs.

### Purnea University Non Teaching Syllabus - Mathematical Ability

- Average
- Number System
- Profit and Loss
- Time and Distance
- Clocks and Calendars
- Problems on Trains
- Percentages
- Ratios and Proportion
- H.C.F. and L.C.M
- Pipes and Cisterns
- Problems on Ages
- Data Interpretation
- Mixture and Allegation
- Boats and Streams
- Simple & Compound Interest
- Time and Work
- Discounts

### www.purneauniversity.ac.in General Hindi Syllabus

- समास
- लोकोक्तियाँ
- मुहावरे
- विलोम
- अनेकार्थी शब्द वाक्य संशोधन -लिंग
- वचन
- कारक
- काल
- वाक्यांशों के लिए एक शब्द
- वर्तनी

## Purnea University Syllabus

- संधियां
- त्रुटि से सम्बंधित
- पर्यायवाची
- रस
- तद्भव तत्सम
- अलंकार