



UPPSC Computer Assistant Syllabus 2025

Plan of Examination and Syllabus for the selection of the post Computer Assistant

The aforesaid examination shall be conducted in two phases. There shall be one question paper in first phase, written examination which will be objective type and multiple choice. Time period of question paper shall be 01 hour 30 minutes. There shall be total 100 question in question paper of 100 marks. Each question carrying equal marks. On the basis of above said examination 10 times of candidates of total Vacant posts shall qualify for Hindi typing (on computer) test on merit basis.

In the second phase there shall be hindi typing test on computer which will be qualifying in nature. Time period of hindi typing test will be 05 minutes. The minimum essential required speed of Hindi typing test is 25 w.p.m. Only such candidates shall be considered for selection who gets minimum speed in hindi typing test. Final merit shall be based on marks obtained in only written examination.

Plan of Examination

S. No.	Part/Subject	No. of Questions	Marks	Time Period
1.	(A) General Hindi	25	25	01 Hrs. 30 Minutes
2.	(B) General Mental ability	25	25	
3.	(C) General Knowledge	25	25	
4.	(D) Computer Knowledge	25	25	

Syllabus

Part A- General Hindi

- (i) सामान्य वार्तालाप में प्रयोग किये जाने वाले हिन्दी के शब्दों एवं मुहावरों का ज्ञान ।
- (ii) सामान्यतः कार्य में प्रयोग होने वाले तकनीकी हिन्दी शब्दों का ज्ञान ।
- (iii) अपठित गद्यांश पर आधारित प्रश्न ।
- (iv) हिन्दी भाषा लेखन योग्यता

Part B- General Mental Ability

- (i) Mathematical ability
- (ii) Graphical and pattern analysis ability
- (iii) Reasoning ability
- (iv) Data Comparison and decision making



Part C- General Knowledge

- (i) General Science: Physics, Chemistry, Mathematics, Agriculture, Pharmacy, Botany, Zoology etc.
- (ii) Preliminary Economics: Growth rates, GDP, GNP etc.
- (iii) Social Science: Constitution, Law related issues, Indian History, Geography etc.
- (iv) Information Technology and Communication infrastructure etc.
- (v) Space Science: Satellite launch etc.



Part D - Computer Knowledge

- (i) Operating System: Windows, Linux, Unix
- (ii) Computer Languages: C, C++
- (iii) Document Handling: Files Formats, Merging, Editing and Various other documents Processing, Power Point, PDF etc.
- (iv) Data base Handling: MS-Access, Spreadsheets, Simple Database preparation.
- (v) Internet and E-mails: w.w.w., Popular Websites, Web surfing, Email Preparation, SPAM emails etc.
- (vi) Malwares and Virus: Common available Virus and Malwares and their removal.

