



No.:58/ESTT./HCS

Dated.: 21.11.2025

N-O-T-I-C-E

This is for the information of all concerned that the syllabus for the Limited Departmental Competitive Examination/Suitability Test for assessing the competency and suitability for selection/appointment to the post of Head Assistant to be held on 25.11.2025 is as under:-

<u>Proposed Syllabus</u>
Written /Practical examinations (100 marks)
1. General Knowledge & Current Affairs. 2. General English including letter & essay writing and subjects/topics to assess the knowledge of Office Management. 3. Drafting Notices/Official Notes & Correspondences.

By Order,

sd/-
(Prajwal Khatiwada)
Registrar General