ADMINISTRATIVE ASSISTANT

STUDY GUIDE

A written examination for the class of **ADMINISTRATIVE ASSISTANT** to be administered in your jurisdiction will consist of approximately **120** multiple-choice questions covering the following subject areas:

SUBJECT MATTER/CONTENT

SECTION	PERCENT OF EXAM
* Filing	14%
* English Grammar, Word Usage, Punctuation, and Letter Forms	25%
* Resource Materials	8%
* Mathematics	5%
* Office Practices and Procedures	7%
* Reading Comprehension	8%
* Following Written Directions	8%
* Public Relations	8%
* Proofreading	17%
TOTAL PERCENT	100%

SAMPLE
ADMINISTRATIVE ASSISTANT
EXAMINATION

FILING

In this type of question you are to select the name which would be filed LAST if the name were in correct alphabetical order.

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Erma T. Jones
4. Ernest G. James

The correct answer in this sample would be 1 because Ernie P. Jones would be filed last.

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Federal Office Assistant Examination United States Civil Service Commission,1973 **Federal Office Assistant Examination** Elizabeth D. Johnson,1976 *30 Practice Sets for IBPS RRB CRP - X Office Assistant Multipurpose & Officer Scale I Online Preliminary Exam 2021* Arihant Experts,2021-07-20 1 The book deals with Preliminary Examination of IBPS RRBs CWE IX Officer Scale 1 2 Carries Previous years solved papers 2020 2016 3 Study material is provided for Numerical and Reasoning Ability sections 4 More than 2500 objective questions are provided for revision of concepts 5 30 Practice Sets are provided for thorough practice This Year The Institute of Banking Personnel Selection IBPS has introduced more than 12000 vacancies for the posts of RRB Office Assistant and Officer Scale I II III The revised vacancies for IBPS RRB Office Assistants Multipurpose and Officer Scale I is 6888 and 4716 respectively Be exam ready with a complete practice workbook of IBPS RRB CRP X Office Assistant Multipurpose Officer Scale 30 Practice Sets which is a prepared for the upcoming Online Preliminary Exam of IBPS RRBs CRPs X Apart from 30 practice sets this book has more than 2500 Objective Questions for quick revision of concepts previous Years Solved papers 2020 2016 are provide in the beginning to give the complete idea of the question paper pattern Lastly special study material are provided that will ultimately develop the basics of the subjects This book proves to be a best tool for the self assessment for climbing two steps closer to success TOC Solved Paper 2020 2016 Reasoning Ability Numerical Ability Practice Sets 1 30 IBPS?RRBs OFFICE ASSISTANT (MULTIPURPOSE) & OFFICER SCALE-I PRELIMINARY EXAMINATION 2019 (30 PRACTICE SETS) Mayank Srivastava,2018-08-19 Prepare yourself thoroughly for the IBPS RRBs Office Assistant Multipurpose Officer Scale I Preliminary Examination 2019 with IBPS RRBs Office Assistant Multipurpose Officer Scale I Preliminary Examination 2019 30 Practice Sets by Mayank Srivastava Dive into a comprehensive collection of practice sets meticulously crafted to help you excel in one of the most competitive banking exams in India As you immerse yourself in these practice sets navigate through the various sections and question types encountered in the IBPS RRBs preliminary examination Each set is designed to simulate exam conditions allowing you to assess your strengths and areas for improvement effectively But here s the crucial question driving your preparation How can you ensure that you re fully equipped to tackle the challenges presented on exam day Discover the answer within these practice sets as you sharpen your problem solving skills and enhance your time management strategies Engage with the diverse range of questions and solutions in IBPS RRBs Office Assistant Multipurpose Officer Scale I Preliminary Examination 2019 30 Practice Sets by Mayank Srivastava Let each practice set serve as a stepping stone towards achieving your goal of success in the IBPS RRBs preliminary examination Are you ready to put your preparation to the test and secure your place in the banking sector Seize the opportunity to excel in your exam preparation Purchase IBPS RRBs Office Assistant Multipurpose Officer Scale I Preliminary Examination 2019 30 Practice Sets by Mayank Srivastava now and embark on a journey towards mastering the IBPS RRBs preliminary examination **IBPS-RRBs Office Assistant (Multipurpose) &**

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