

**SCHEME AND SYLLABUS FOR APPOINTMENT TO THE POST OF  
TAX ASSISTANT THROUGH COMPETITIVE EXAMINATION**

**Scheme Of Examination-** The examination will be conducted in two stages.

Part I- Written examination (200 marks)

Part II- Computer Proficiency Test (100 marks)

Candidates, equivalent to **three times** of the number of vacancies, shall be called for Computer Proficiency Test in order of merit on the basis of marks obtained by the candidates in the written examination (Part I)

**Selection** - Selection shall be made in order of merit determined on the basis of aggregate marks obtained by the successful candidates in both parts i.e. Part I and Part II of the examination conducted under this scheme.

**Syllabus**

The competitive examination shall include the following papers and each paper shall carry the number of marks shown against it. Question in Paper I and Paper II will be of objective type, multiple choice.

**PART I: Written Examination**

<b>PAPER I</b>	<u>Time allowed</u>	<u>Max marks</u>	<u>Min.pass marks</u>
	2 hours	100	40

**Part A - Language - Hindi and General English**

Questions in this paper shall be designed to test the candidates understanding and knowledge of Hindi and English language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, phrases and idiomatic use of words etc.



## Part B -General Awareness

Questions in this part shall be aimed to test the candidates general awareness of the environment around him, knowledge of current events, everyday Science, history, general polity, Constitution of India, sports, geography and culture of Rajasthan and basic/fundamentals of computer etc.

PAPER II	<u>Time allowed</u> 2 hours	<u>Max marks</u> 100	<u>Min pass marks</u> 40
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### ARITHMETIC and REASONING

This paper will include questions on problems relating to number systems, computation of whole numbers, decimals and fractions, fundamental arithmetical operations, percentages, ratio and proportion, averages, interest, profit and loss, discount, time and distance, use of tables and graphs, time and work and questions relating to mental aptitude and reasoning etc.

### PART II: COMPUTER PROFICIENCY TEST:

PAPER III	<u>Time allowed</u> 45 minutes	<u>Max marks</u> 100	<u>Min. pass marks</u> 40
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#### PART A - Speed in typing on computer:

1. Hindi Typing - 15 minutes
2. English Typing - 15 minutes

Speed of 20 words per minute typing in Hindi and English both

#### PART B - Test of knowledge in MS EXCEL- 15 minutes

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