

Syllabus for Level-3 Post Code: HRS/02

PART-1: Skill Test

- Noting and Drafting in a computerized set-up using MS-Word
- Database preparation using MS-Excel
- Presentation using MS-Power point

PART-II: Written Test

- Office Management and General Administration like office records and filing system
- Transport Management
- Canteen Management
- Maintenance of office equipment
- Security Management
- Mechanizing Office Systems