



Syllabus and Format of the Stage I Written Test for engagement of Information and Administrative Assistants (IAA) on contractual basis under General Administration Department, Kolkata Dock System.

The Stage I Written Test spanning over **60 minutes** duration in English language shall comprise of **Multiple-Choice Questions** for **50 marks** with following weightage: -

Sl. No.	Topic	No. of Questions	Total Marks
1	General Awareness & Current Affairs	10	10
2	Logical Reasoning	10	10
3	Mathematical Ability	5	5
4	English Language Skill	10	10
5	Computer Proficiency	5	5
6	Maritime Sector and Port Ecosystem	5	5
7	RTI Act & Administrative Awareness	5	5
Total		50	50

Note: 01 mark each for correct answer and 0.25 negative mark for each wrong answer. Four options will be given against each question from which 01 correct answer is to be chosen.

2. Indicative Syllabus for Written Test:

Syllabus of the said examination would be as follows: -

Sl. No.	Subject	Indicative Syllabus	Marks
1	Current Affairs & Indian Economy	Current national and international affairs; major government schemes and initiatives; infrastructure, transport and logistics developments; important organisations, appointments and awards;	10

		science & technology; environment; recent developments in the maritime sector; basics of Indian economy including GDP, inflation, fiscal and monetary policy, taxation, banking, Union Budget, financial institutions, investment, employment and economic development.	
2	Logical Reasoning	Analogy, classification, odd one out, number/alphabet series, coding-decoding, blood relations, direction and distance, ranking, statement and conclusion, statement and assumption, cause and effect, logical sequence, basic puzzles, seating arrangement, data sufficiency and analytical reasoning.	10
3	Mathematical Ability	Percentage, ratio and proportion, average, profit and loss, speed and distance, data interpretation.	5
4	English Language Skill	Grammar, including parts of speech, tenses, articles, prepositions, conjunctions, subject-verb agreement, active/passive voice and direct/indirect speech; vocabulary, synonyms, antonyms, one-word substitution, idioms and phrases, spelling, sentence correction, fill in the blanks, comprehension, sentence rearrangement.	10
5	Computer Proficiency	Computer fundamentals, hardware and software, operating systems, files and folders, MS Word, MS Excel and MS PowerPoint, internet and e-mail, PDF/e-document management, data entry, keyboard shortcuts, cyber security, passwords, phishing and safe handling of official information.	5
6	Maritime Sector & Port Ecosystem	Indian maritime sector; role of ports in trade and the economy; Major Ports; Ministry of Ports, Shipping & Waterways; basic port functions - Kolkata Dock System and Haldia Dock Complex; broad	5

		functions of SMPA departments/divisions and port administration.	
7	RTI Act & Administrative Awareness	Right to Information Act, 2005; Basic provisions; information and public authority; CPIO and First Appellate Authority; RTI applications, transfer and time limits; exemptions; first and second appeals and complaints; Central Information Commission.	5

3. Model Questions: -

1. Current Affairs & Indian Economy

Q1. Which of the following is generally associated with an increase in the general price level of goods and services?

- A. Deflation
- B. Inflation
- C. Disinvestment
- D. Appreciation

Answer: B. Inflation

Q2. Which of the following sectors is directly associated with India's maritime trade and logistics?

- A. Ports and shipping
- B. Postal services only
- C. School education
- D. Census operations

Answer: A. Ports and shipping

2. Logical Reasoning

Q1. A person walks 5 km north and then turns right and walks 3 km. In which direction is the person now from the starting point?

- A. North-West
- B. North-East
- C. South-East
- D. South-West

Answer: B. North-East

Q2. If all ships are vessels and some vessels are cargo carriers, which statement is definitely correct?

- A. All cargo carriers are ships
- B. All ships are vessels
- C. No vessel is a ship

D. No ship is a cargo carrier

Answer: B. All ships are vessels

3. Mathematical Ability

Q1. What is 20% of 250?

A. 25

B. 40

C. 50

D. 60

Answer: C. 50

Q2. The price of an item increases from ₹500 to ₹600. What is the percentage increase?

A. 10%

B. 15%

C. 20%

D. 25%

Answer: C. 20%

4. English Language Skill

Q1. Choose the synonym of “Prompt”:

A. Slow

B. Quick

C. Late

D. Weak

Answer: B. Quick

Q2. Fill in the blank:

She _____ in this office since 2022.

A. works

B. worked

C. has been working

D. is working

Answer: C. has been working

5. Computer Proficiency

Q1. What does BCC in an e-mail generally mean?

A. Basic Carbon Copy

B. Blind Carbon Copy

C. Backup Carbon Copy

D. Business Communication Copy

Answer: B. Blind Carbon Copy

Q2. Which of the following is a common method used by cyber criminals to obtain sensitive information by pretending to be a legitimate person or organization?

- A. Formatting
- B. Phishing
- C. Printing
- D. Scanning

Answer: B. Phishing

6. Maritime Sector & Port Ecosystem

Q1. Which Ministry is primarily responsible for the ports and shipping sector at the Union Government level?

- A. Ministry of Commerce and Industry
- B. Ministry of Railways
- C. Ministry of Ports, Shipping and Waterways
- D. Ministry of Finance

Answer: C. Ministry of Ports, Shipping and Waterways

Q2. Which of the following is associated with maintaining the required depth of a navigational channel?

- A. Dredging
- B. Warehousing
- C. Accounting
- D. Recruitment

Answer: A. Dredging

7. RTI Act & Administrative Awareness

Q1. The Right to Information Act in India was enacted in:

- A. 2002
- B. 2004
- C. 2005
- D. 2008

Answer: C. 2005

Q2. Who is generally designated to receive and process applications under the RTI Act in a public authority?

- A. CPIO
- B. Chairman of Parliament
- C. Auditor General
- D. District Magistrate

Answer: A. CPIO

Applicants are requested to check SMPA's website (<https://smportkolkata.shipping.gov.in/smpk/en/>) for further updates in the recruitment process. SMPA will not be responsible if the candidates fail to keep them updated regarding the engagement process.

Date, Time and Venue of the Stage I Written Test will be uploaded in the port website for information of the candidates. No separate information will be provided to the candidates separately and/or individually.
