

**Paper 3**

**LANGUAGE SKILLS AND OFFICE COMMUNICATION**

**Maximum Marks- 100**

**Pass Marks: 45**

**Time Allowed: 3 Hours**

**Section-A: Reading & Verbal Ability (MCQs, 35 Marks)**

- (i) Verbal Reasoning
- (ii) Sentence correction
- (iii) Idioms and phrases
- (iv) Grammar Applications
- (v) Antonyms and Synonyms
- (vi) Vocabulary Skills
- (vii) Arranging Sentences in order
- (viii) Comprehension
- (ix) Learning Skills (4 C's; Critical thinking, creative thinking, communicating and collaborating)

**SECTION-B: NOTING AND DRAFTING (65 Marks)**

- (i) Drafting of an official letter, DO Letter, Official Memorandum, Office Note.
- (ii) Circular, Speaking Order, Part-II Order on a given subject.
- (iii) Drafting of an Internal Audit Report, MFAI, Case Study, Para-wise Reply to Audit Para on a given subject.
- (iv) Drafting of Affidavits, Counter Affidavits, Para-wise replies and other legal communication on administrative matter/Pay & Pension matters relating to DAD or non-DAD cases.