



TEST GENIUS
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TARGET SAS (DAD) 2024

All India Test Series for SAS 2024 Part-I

Starting From- 03 December 2023

SOLO-3 Package

Number of Mock tests: 03 Tests of Paper-3 OR 4 and Previous Year Questions (02 + 1 PYQ)

Goal of our test series: Our comprehensive test series program helps sincere aspirants to get experience of Computer Based Test (CBT) pattern and measure their level of preparation with quality questions.

How to achieve maximum outcome: To get maximum benefit out of our program, sincere aspirants should study according to the syllabus assigned for each test within the available number of days. Aspirants should attempt the test on the due date and evaluate their strength and weakness for each test.

Number of Mock tests: 03 Tests of either **Paper-3 OR Paper-4:**

Paper 3: 2 Full Length test + 1 PYQ (**3 Tests**)

OR

Paper 4: 2 Full Length test + 1 PYQ (**3 Tests**)

Number of Attempts: Only one attempt for each test. However, all tests will be re-activated 10 days before the SAS Part-I 2024.

You will get:

- Login with your email Id and Password as entered for registration.
- 02 Mock tests—to check your level of preparation for the actual exam.
- 1 Previous year question paper—to understand the demand of the actual exam.

Language of Test: English Only

Test Schedule & Syllabus Paper-3

Test No.	Date of Test	Syllabus	Sources of Study
Test 1	31 December 2023	<p>Paper 3: LANGUAGE SKILLS AND OFFICE COMMUNICATION (Full Length)</p> <p>Section-A: Reading & Verbal Ability (MCQs, 35 Marks)</p> <p>(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)</p> <p>SECTION-B: NOTING AND DRAFTING (65 MARKS)</p> <p>(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.</p>	<p>Section 'A' will contain multiple choice objective questions and Section 'B'- the subjective questions. There will be a Negative marking of 1/4 the marks for each wrong answer in Section 'A'.</p> <ol style="list-style-type: none">1. Books which may contain questions, Standard of which is similar to the Indian Banking Services for Clerical Grade and Probationer Officers.2. Karyalay Sahayika a book published by Kendriya Sachivalaya, Hindi Parishad, New Delhi.3. Precise and Draft by Muthuswamy and Brinda
Test 2	14 January 2023	<p>Paper 3: LANGUAGE SKILLS AND OFFICE COMMUNICATION (Full Length)</p> <ul style="list-style-type: none">• Entire Syllabus	Same as above.
Test 3	18 February 2023	<p>Paper 3: LANGUAGE SKILLS AND OFFICE COMMUNICATION– Previous Year Questions (2023)</p> <ul style="list-style-type: none">• Entire Syllabus	Same as above.

Test Schedule & Syllabus Paper-4

Test No.	Date of Test	Syllabus	Sources of Study
Test 1	24 December 2023	<p>Paper 4: INFORMATION TECHNOLOGY (THEORY & PRACTICAL) (Full Length)</p> <ul style="list-style-type: none"> •Characteristics of Computer <p>Hardware:</p> <ul style="list-style-type: none"> (a)Computer components viz. definitions of Processor, RAM, RGM, HDD, Flash/USB Drive (b)Parts of Computer : Keyboards, Mouse, Printer, MFD <p>Software:</p> <ul style="list-style-type: none"> (a) System Software -: Definition, type, usage (b)Application Software: Definition, Application software being used in the department viz. viz. Tulip, Dolphin, New Compilation System, System, Defence Travel System, Nidhi, SIFA, Bhawan and their area of utility, Pension Software (Sparsh). <ul style="list-style-type: none"> •Definition of information difference between data and information •Big data, Data analysis, Data mining, Data warehousing- Basic concepts only •Centralized and Decentralized System: definition, difference, example of such system in the department •Basic knowledge of Artificial Intelligence (AI) <p>COMPUTER AND COMMUNICATION</p> <ul style="list-style-type: none"> (i)Need for data transmission over distance (ii) Networking : <ul style="list-style-type: none"> (a) Type of Networking-LAN WAN/MAN (b) Networking components: Switches, Routers, Firewall- their definition and usage <p>Internet and Intranet — definition usage, difference between the two</p> <p>Client Server Networks</p> <p>Social media: Facebook, Twitter, You-tube and department present in them</p> <p>OPERATING SYSTEM: Operating system concepts: Definition, type and tasks of OS</p> <p>IT SECURITY:</p> <ul style="list-style-type: none"> (i) Concept of IT security: Privacy, Protection. Authorization, Multifactor authentication (ii) Security risks: Virus, Trojans, Malware, spyware (iii)Preventive Measures (iv)Cyber Security & Password policies circulated by HQrs office <p>DATABASE MANAGEMENT:</p>	<p>Any Book on topics relevant to the syllabus prescribed as the candidates prefer.</p>

		(i)RDBMS & DB MS - definition and difference, examples (ii) Structured Query Language(sql): Select, Insert, Update, Delete (iii)Conditional Queries: basic Condition — Linking of more than one table (iv)Data Encryption! Types of data encryption (v)Difference: Server side scripting and Client Side Scripting PRACTICAL PORTION — 70 MARKS A) Operating Skills in Word Processing package (40%) B) Operating Skills in Spread Sheet package (30%) C) Operating Skills in presentation package (30%)	
Test 2	28 January 2023	Paper 4: INFORMATION TECHNOLOGY (THEORY & PRACTICAL) – (Full Length) • Entire Syllabus	Same as above.
Test 3	4 February 2023	Paper 4: INFORMATION TECHNOLOGY (THEORY & PRACTICAL) – Previous Year Questions (2023) • Entire Syllabus	Same as above.