

# Syllabus NE-12

## Office Assistant

### General Ability(45 Questions)

- Quantitative Aptitude
- Reasoning
- Analytical Ability
- General Knowledge
- General Studies

### Subject:

- **Fundamental of Computers**
- **Organisation Theory:**

Nature and Concept of Organisation; External Environment of Organizations -Technological, Social, Political, Economical and Legal; Organizational Goals - Primary and Secondary goals,

- Single and Multiple Goals; Management by Objectives.
- **Evolution of Organisation Theory:** Classical, Neo-classical and Systems Approach.  
Modern Concepts of Organisation Theory: Organizational Design, Organizational

- **Structure and Organizational Culture.**

**Organizational Design**—Basic Challenges; Differentiation and Integration Process; Centralization and Decentralization Process; Standardization / Formalization and Mutual Adjustment.

Co-coordinating Formal and Informal Organizations. Mechanistic and Organic Structures