Syllabus- Assistant (Office Management and Computer Skill)

**Introduction**: Meaning, functions and importance of office management; office management and organization. Principles of office management and organization. Principal departments of modern office. Centralization vs. decentralization of office services.

**Office Communication**: Various means of communication- Their use, merits and limitations. Selection of means of communication. Correspondence through Internet.

**Office Records**: Filing and Indexing. Retention and weeding out of papers.

**Planning and Scheduling Office Work**: Office routine, flow of work and office manual.

**Stationery and forms**: The design and control of office forms. Control over stationery, forms and supplies.

**Office Automation**: Uses and abuses of labour saving appliances. A study of various types of commonly used appliances i.e. typewriter, duplicator, accounting machines, addressing, machines, calculator, franking machine, weighting and folding machine, Dictaphone, cash register, coin sorter, time recorder, photocopier, telephone, facsimile, computer, scanner, printer, letter opener, time and date stamps etc.

**Joint Stock Company**: Meaning, characteristics and types of companies; Lifting of corporate veil.

**Company Secretary**: Qualities, qualifications, and appointment of company secretary; Rights, duties and liabilities of company secretary.

Formation of a joint stock company and secretarial work; Share capital of a company; Secretarial practices relating to issue and allotment of shares and share certificate.

Company meeting: Meaning and types of meeting; Secretarial practices relating to holding of meetings with special reference to notice, agenda, quorum, motions, resolutions, sense of meeting, adjournment of meeting and minutes. Minutes writing types of minutes, minutes book, contents of minute, drafting or writing of minutes.

Personal Secretary: Qualities, qualifications, role and functions of personal secretary in business houses. Personal traits of secretary.

**Basic Computers**:

a) General Computer Processing ability in MS-Office like Word Processing, Excel, PowerPoint, etc. & Operating Systems.

b) Professional software/Hardware system relevant to the post.

c) Any other computer/IT related questions.