

## **Syllabus for Assistant Manager**

### **GENERAL ENGLISH: (10 Marks)**

Sentence completion, sentence improvement, ordering of words in a sentence, spotting errors, synonyms and antonyms, Idioms and phrases, fill in the blanks, word groups, instructions, critical reasoning and verbal deduction, Comprehension etc.

### **GENERAL APTITUDE & EMOTIONAL INTELLIGENCE: (20 Marks)**

Time and distance; Series, Analogy, Statement, Direction; Verbal and non-verbal reasoning, Numerical Ability etc.

Understanding Emotional Intelligence, Personality and EQ, The Ability Model of EI, The Trait Model of EI, The Mixed Model of Emotional Intelligence, The Bar-On Model of Emotional Social Intelligence and the Genos Model, Criticism of the Theoretical Foundation and Measures of Assessment of Emotional Intelligence, Emotional Intelligence, Personality Disorders, and Individuals on the Autism Spectrum, EQ and Personal Relationships, Emotional Intelligence in the Workplace, Improving your Emotional Intelligence.

### **GENERAL KNOWLEDGE : (10 Marks)**

Current Affairs (National and International); Who's Who; Sports; Books and Authors; Awards and Honours; Science – Inventions and Discoveries; Abbreviations; Important Days etc.