

Syllabus for Executive Assistant

1. General Knowledge (India & Mizoram)
2. Computer Skills & Applications
3. Office Work & Health Department Awareness
4. Reasoning & Mental Ability
5. English Language & Comprehension

Syllabus for Data Entry Operators

1. Computer Fundamentals
2. Data entry & Accuracy
3. Health Programmes & HMIS knowledge
4. MS Office
5. General Aptitude & Logical reasoning