DDA Sectional Officer Syllabus-Reasoning, Quantitative aptitude, General Awareness, English, Horiculture















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Reasoning

- Analogies
- Similarities and differences
- Space visualization
- Spatial orientation
- Problem solving
- Analysis, judgement
- Decision making
- Visual memory
- Discrimination
- Observation
- Relationship concepts
- Arithmetical reasoning and figural classification
- Arithmetic number series
- Non- verbal series
- Coding and decoding
- Statement conclusion
- Syllogistic reasoning
- Semantic Analogy
- Symbolic/Number Analogy
- Figural Analogy
- Semantic Classification
- Symbolic/Number Classification
- Semantic Series
- Number Series
- Figural Series
- Problem Solving
- Word Building
- Numerical Operations
- Symbolic Operations

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- Venn Diagrams
- Drawing inferences
- Punched hole/pattern–folding & un-folding
- Figural Pattern–folding and completion
- Indexing
- Address matching
- Date & city matching
- Classification of centre codes/roll numbers
- Small & Capital letters/numbers coding
- Decoding and classification
- Embedded Figures
- Critical thinking
- Emotional Intelligence
- Social Intelligence

Quantitative Aptitude

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- Computation of whole numbers
- Decimals , fractions and relationships between numbers
- Percentage
- Ratio & Proportion
- Square roots
- Averages
- Interest
- Profit and Loss
- Discount
- Partnership Business
- Mixture and Allegation
- Time and distance
- Time & Work
- Basic algebraic identities of School Algebra
- Graphs of Linear Equations
- Triangle and its various kinds of centres

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- Congruence and similarity of triangles,
- Circle and its chords, tangents
- Angles subtended by chords of a circle
- Common tangents to two or more circles
- Triangle, Quadrilaterals
- Heights and Distances
- Histogram
- Bar diagram & Pie chart

General Awareness

- General awareness of the environment
- Knowledge of current events
- India and its Neighboring countries
- Sports
- History
- Culture
- Geography
- Economic scene
- General Polity
- Indian Constitution
- Scientific Research etc

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English Language

- Spot the error
- Fill in the blanks
- Synonyms
- Antonyms
- Spelling/detecting mis-spelt words
- Idioms & phrases
- One word substitution
- Improvement of sentences
- Active/passive voice of verbs

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- **Conversion into direct/indirect narration**
- **Shuffling of sentence parts**
- **Shuffling of sentences in a passage**
- **Cloze passage**
- **Comprehension passage**

Relevant Discipline

- **Knowledge of Horticulture**
- **Styles of Gardening**
- **Lawn Development**
- **Roadside/plantation of trees/shrubs**
- **Flowering shrubs, Hedges, Bonsai and its maintenance**
- **Annual flowers, Topiary, Indoor and outdoor potted plants**
- **Propagation of roses**
- **Chrysanthemum, Dahlia, Bougainvillea**
- **Hanging Basket**
- **Cultivation of Cut flowers i.e. Roses, Gladiolus, Orchids, Tuberose, Lilium & Anthurium**
- **Cultivation of Ground Covers, Medicinal Plants, Scented Shrubs/Trees**
- **Propagation, Plant Protection**
- **Nursery management**
- **Routine Garden operations**
- **Features of the garden**
- **Flower shows and Garden Competitions**
- **Floral ornaments and Flower Arrangements.**

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