

## Subject Knowledge Office Assistant- Bihar Jeevika Study Plan by Radhika Dua Ma'am

**Class Time 8:00 PM to 8:59 PM**

Date	Day	Subject	Topic	Start Time	End Time
25 August 2025	Monday	Subject Knowledge Office Assistant	Subject Knowledge Class-1 (Core Skills)	8:00 PM	8:59 PM
26 August 2025	Tuesday	Subject Knowledge Office Assistant	Subject Knowledge Class-2 (Core Skills)	8:00 PM	8:59 PM
27 August 2025	Wednesday	Subject Knowledge Office Assistant	Subject Knowledge Class-3 (Core Skills)	8:00 PM	8:59 PM
28 August 2025	Thursday	Subject Knowledge Office Assistant	Subject Knowledge Class-4 (Core Skills)	8:00 PM	8:59 PM
29 August 2025	Friday	Subject Knowledge Office Assistant	Subject Knowledge Class-5 (Software and Tools)	8:00 PM	8:59 PM
30 August 2025	Saturday	Subject Knowledge Office Assistant	Subject Knowledge Class-6 (Software and Tools)	8:00 PM	8:59 PM
31 August 2025	Sunday	Subject Knowledge Office Assistant			
1 September 2025	Monday	Subject Knowledge Office Assistant	Subject Knowledge Class-7 (Software and Tools)	8:00 PM	8:59 PM
2 September 2025	Tuesday	Subject Knowledge Office Assistant	Subject Knowledge Class-8 (Software and Tools)	8:00 PM	8:59 PM
3 September 2025	Wednesday	Subject Knowledge Office Assistant	Subject Knowledge Class-9 (Administrative Tasks)	8:00 PM	8:59 PM
4 September 2025	Thursday	Subject Knowledge Office Assistant	Subject Knowledge Class-10 (Administrative Tasks)	8:00 PM	8:59 PM
5 September 2025	Friday	Subject Knowledge Office Assistant	Subject Knowledge Class-11 (Administrative Tasks)	8:00 PM	8:59 PM
6 September 2025	Saturday	Subject Knowledge Office Assistant	Subject Knowledge Class-12 (Administrative Tasks)	8:00 PM	8:59 PM
7 September 2025	Sunday	Subject Knowledge Office Assistant			
8 September 2025	Monday	Subject Knowledge Office Assistant	Subject Knowledge Class-13 (Administrative Tasks)	8:00 PM	8:59 PM
9 September 2025	Tuesday	Subject Knowledge Office Assistant	Subject Knowledge Class-14 (Soft Skills)	8:00 PM	8:59 PM
10 September 2025	Wednesday	Subject Knowledge Office Assistant	Subject Knowledge Class-15 (Soft Skills)	8:00 PM	8:59 PM
11 September 2025	Thursday	Subject Knowledge Office Assistant	Subject Knowledge Class-16 (Soft Skills)	8:00 PM	8:59 PM
12 September 2025	Friday	Subject Knowledge Office Assistant	Subject Knowledge Class-17 (Soft Skills)	8:00 PM	8:59 PM
13 September 2025	Saturday	Subject Knowledge Office Assistant	Subject Knowledge Class-18 (Soft Skills)	8:00 PM	8:59 PM
14 September 2025	Sunday	Subject Knowledge Office Assistant			
15 September 2025	Monday	Subject Knowledge Office Assistant	Subject Knowledge Class-19 (Additional Skills)	8:00 PM	8:59 PM
16 September 2025	Tuesday	Subject Knowledge Office Assistant	Subject Knowledge Class-20 (Additional Skills)	8:00 PM	8:59 PM
17 September 2025	Wednesday	Subject Knowledge Office Assistant	Subject Knowledge Class-21 (Additional Skills)	8:00 PM	8:59 PM
18 September 2025	Thursday	Subject Knowledge Office Assistant	Subject Knowledge Class-22 (Additional Skills)	8:00 PM	8:59 PM
19 September 2025	Friday	Subject Knowledge Office Assistant	Subject Knowledge Class-23 (Additional Skills)	8:00 PM	8:59 PM
20 September 2025	Saturday	Subject Knowledge Office Assistant	Subject Knowledge Class-24 (Miscellaneous )	8:00 PM	8:59 PM
21 September 2025	Sunday	Subject Knowledge Office Assistant			
22 September 2025	Monday	Subject Knowledge Office Assistant	Subject Knowledge Class-25 (Miscellaneous )	8:00 PM	8:59 PM
23 September 2025	Tuesday	Subject Knowledge Office Assistant	Subject Knowledge Class-26 (Miscellaneous )	8:00 PM	8:59 PM