



Kamyabi humara haq hai. Hum kamyab hokar rahenge!

— Anil Nagar, Founder & CEO, Adda Education

Adda247
PUBLICATIONS

NIAACL-AO

The New India Assurance Company Ltd. - Administrative Officers

GENERALISTS & SPECIALISTS

SCALE-I

PRELIMS & MAIN EXAMS 2025

COVERED

► Preliminary Exams

- English Language
- Reasoning Ability
- Quantitative Aptitude

► Main Exam

I. Objective Test

- Test of Reasoning
- Test of English Language
- Test of General Awareness
- Test of Quantitative Aptitude

II. Descriptive Test

- Test of English Language
 - Letter Writing
 - Essay

3500+
MCQs
with Solutions



Features

- Based on Latest Exam Pattern
- Complete Coverage of Syllabus
- Simplified Language for Better Conceptual Understanding
- Chapterwise Questions
- Basic to Advance Level Questions

CONTENTS

I. English Language

1. Inferences	E-02
2. Conjunctions	E-13
3. Deciphering the Phrases	E-20
4. Cloze Test	E-29
5. Column Based Questions	E-44
6. Reading Comprehension	E-49
7. Starters	E-66
8. Coherent Paragraphs	E-73
9. Error Correction	E-80
10. Sentence formation	E-91
11. Paragraph Completion	E-98
12. Sentence Rearrangement	E-105
13. Sentence Fillers	E-114
14. Phrase Rearrangement	E-122
15. Spelling Error	E-125
16. Word Rearrangement	E-128
17. Word Swap	E-130
18. Word Usage	E-135
19. Vocabulary	E-142
20. Miscellaneous	E-145

II. Reasoning Ability

1. Alpha-Numeric-Symbol Series	R-02
2. Seating Arrangement	R-09
3. Puzzle	R-29
4. Input-Output	R-44
5. Data Sufficiency	R-51
6. Coding-Decoding	R-67
7. Syllogism	R-74
8. Inequalities	R-86
9. Logical Reasoning	R-91
10. Direction	R-102
11. Blood Relation	R-111
12. Miscellaneous	R-118

III. A. Quantitative Aptitude

1. Simplification, Approximation and Number Series	M-02
2. Ratio Proportion and Mixture & Alligation	M-11
3. Partnership	M-19
4. Average and Ages	M-25
5. Percentage and Profit & Loss	M-32

6. Simple Interest and Compound Interest	M-42
7. Time & Work and Pipe & Cistern	M-50
8. Speed Time and Distance	M-61
9. Boat and Stream	M-71
10. Mensuration	M-76
11. Permutation, Combination and Probability	M-84
12. Quantity and Inequality	M-93

III. B. Data Analysis & Interpretation

1. Data Interpretation	D-02
2. Caselets	D-38
3. Data Sufficiency	D-51

IV. A. General Awareness

1. General Awareness.....	G-02
---------------------------	------

B. Economy Awareness

1. Monetary Policy of RBI & Committee	EC-1
2. Financial Markets in India	EC-4
3. Financial Organizations in India	EC-7
4. NBFCs in India	EC-10
5. Basel Norms	EC-12
6. Negotiable Instruments	EC-15
7. Types of Money	EC-18
8. Priority Sector Lending	EC-20
9. DICGC	EC-24
10. Financial Inclusion and the Related Schemes	EC-26
11. NPCI and its Products	EC-29
12. Shares and Debentures	EC-31
13. Mutual Funds	EC-34
14. Financial Schemes of the Government	EC-36
15. Cheques and its Types	EC-39
16. Financial Abbreviations	EC-41
17. Currency System in India	EC-43
18. National and International Organisations	EC-45
19. FEMA	EC-46
20. Budget 2025-26	EC-49

C. Insurance Awareness

1. Insurance Awareness.....	IA-02
-----------------------------	-------

V. Descriptive English Language

A. Eassy Writing	EM-02
B. Letter Writing	LW-02