

Syllabus for the Post of Assistant cum Data entry Operator

English:

Idioms & Phrases, Tenses, Error Correction, Sentence Rearrangement, Comprehension, One word substitutions, Subject-Verb Agreement, Articles, Synonyms, Fill in the Blanks, Grammar, Verb, Antonyms, Unseen Passages, Sentence structure, Adverb, Shuffling of sentence parts.

GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO J&K

Abbreviations, Important dates, popular names of personalities and their achievements/Contribution (National and International). Constitution of J&K – Formation, Fundamental rights, Directive Principles. Weather, Climate, Crops, Means of Transport. Important power projects and their impact on State Economy. Rivers and Lakes. Important Tourist Destinations. History of J&K State. Historical places of the State and their importance. RTI Act. Indus Water Treaty and its impact on State economy.

GENERAL SCIENCE

Various sources of energy; conventional sources of energy; improvement in technology focusing conventional source of energy (Biomass and wind energy), Non-conventional sources of energy (Solar energy, Tidal energy). Mechanics, Rest, motion, Velocities, acceleration, Newton Laws of motion, Voltage, Current, Resistance, Power, D.C Batteries, Waves, light as a wave, Sound waves, Transverse and longitudinal waves, Structure of Atom, Solids, Liquids and Gases(Basics), Life processes: Nutrition and its types, Respiration, Transportation of water, food and minerals in plants, Vitamins- Diseases related to vitamin deficiency, Environmental pollution, Ecosystem – Its components, Food chains and Food webs, Ozone layer, its depletion, Green House Effect, Importance of water in life

Computer Applications

Fundamentals of computer science, Hardware & Software, Concept of Open Source Technologies, Input & Output Devices, Flow Charts and Algorithms, Operating System, MS Word, MS Excel, MS Access, MS Power-Point, Internet, &E-mail Concept of Computer Virus & latest Anti-Virus Terms and Abbreviations used in IT, Social media.

Quantitative Aptitude

Numbers, Simplification, HCF&LCM, Percentage, Average, Ratio & Proportion, Profit & Loss, Partnership, Time & Work, Time & Distance, Number Series, Permutation & Combinations.