

## Syllabus for Written Test (Objective Type)

Marks: 60

Time: 60 Minutes

S. No.	Subjects/ Topic	Marks assigned
1	GENERAL AWARENESS with Special reference to J&K UT	20
2	GENERAL ENGLISH & COMPREHENSION	20
3	GENERAL INTELLIGENCE & REASONING	10
4	COMPUTER APPLICATIONS	10
TOTAL		60

1. GENERAL AWARENESS with special reference of J&K UT.
  - (i) Current Events of National and International importance
  - (i) Political & Physical divisions of India
  - (ii) Indian Culture, Heritage and Freedom Struggle/Movement.
  - (iii) Demography- Census, its feature and functions.
  - (iv) Important Rivers & Lakes in India.
  - (v) Weather, Climate, Crops, Means of Transport of India.
  - (vi) J&K UT
    - a) History
    - b) Economy
    - c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
    - d) Heritage & Culture
    - e) Important Tourist Destinations
2. GENERAL ENGLISH & COMPREHENSION
  - (i) Tenses
  - (ii) Narration
  - (iii) Modals
  - (iv) Articles
  - (v) Reading Comprehension
  - (vi) Fill in the blanks with Phrases, Pronouns, homonyms/ homophones etc
  - (vii) Clauses
  - (viii) Synonyms and antonyms
  - (ix) Pairs of words and their use in meaningful sentences.
  - (x) Rearranging of jumbled sentences.
  - (xi) Idioms and phrases.
  - (xii) Uses of Prepositions.
  - (xiii) Active & Passive Voice
  - (xiv) Error Spotting
  - (xv) Sentence Correction
  - (xvi) Spellings Correction
3. GENERAL INTELLIGENCE & REASONING
  - (i) Number series, Letter series, Semantic Series, Speed, Distance and Time, Statements and conclusions, Logical Reasoning, Mental Reasoning, Word Building, Numerical Operations, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Problem Solving.
  - (ii) Symbolic Operations, Trends, Space Orientation, Space Visualization, 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.
4. COMPUTER APPLICATIONS
  - (i) Basic Applications of Computer and its component.
  - (ii) Fundamentals of computer sciences.
  - (iii) Hardware & Software, Concept of Open-Source Technologies.
  - (iv) Input & output Devices.
  - (v) Knowledge of MS Word, MS Excel, MS Access, MS PowerPoint, PDF Internet and E-mail.
  - (vi) Concept of Computer Virus and Latest Anti-Virus.
  - (vii) Terms and Abbreviation used in IT.
  - (viii) Role of Information Technology in Governance