UNIVERSITY OF JAMMU

Syllabus of Entrance/Screening Test for the post of Steno-Typist

Total Marks: 60   **Time: 60Minutes**

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

I.   GENERAL AWARENESS with special reference of J&K UT.

i)   Current Events of National and International importance

ii) Political & Physical divisions of India

iii) Indian Culture, Heritage and Freedom Struggle/Movement

iv) Demography-Census, its feature and functions

v)   Important Rivers & Lakes in India

vi) Weather, Climate, Crops, Means of Transport of India

vii) J&K UT

      a) History

      b) Economy

      c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)

      d) Heritage & Culture

      e) Important Tourist Destinations

II.   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) Use of Prepositions

xiii) Active & Passive Voice

xiv) Error Spotting

xv)   Sentence Correction

xvi) Spellings Correction

III. 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.

IV. 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-Power Point, 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

Selection criteria for the post of Steno-Typist shall be in order of following sequence

Phase-I: Computer Typing Test	=	20 Marks
Phase-II: Shorthand and Transcription Test	=	20 Marks
Phase-III: Written Test/CBT	=	60 Marks
Total	=	**100 Marks**

No. Estab./C&R/NTW/24/3232
Datd: 12-03-2024

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University of Jammu

Syllabus of Entrance /Screening Test for the post of Data Entry Operators

Total Marks: 100   Duration: 1:30 hours

I.   General English: 10 Marks
- Tenses
- Rearranging of jumbled sentences
- Articles
- Uses of Prepositions

II. Mental Ability Test: 20 Marks
- Number series
- Letter series
- Coding/decoding
- Direction Sense
- Blood Relations
- Mathematical Reasoning
- Speed, Distance and Time
- Statements and Conclusions
- Logical Reasoning
- Mental Reasoning

III. Computer Applications: 70 Marks
- Fundamentals of Computer Sciences
- Hardware & Software
- Input and Output devices
- Operating System
- MS-Word, MS-Excel, MS-Access and Power Point Presentation
- E-mail & Internet
- Working and Databases
- UPS Functioning
- Essential Security Measures
- Working with Printers, Its installation & Troubleshooting

Selection Criteria for the post of Data Entry Operator.

1. Entrance Test = 80%
2. Skill Test   = 20%

   _____

   Total = 100%

The Skill Test shall be based on the following topics:

a) MS-Word, MS-Excel, MS-Access and Power Point Presentation
b) E-mail & Internet
c) Working with Printers, Its Installation & Troubleshooting

No. Estab./C&R/NTW/24/3231
Dated: 12-03-2024

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MODE & SYLLABUS FOR RECRUITMENT FOR THE POST OF JUNIOR ASSISTANT

PART-I Written Test-Objective Type : 100 marks   Duration 02 Hours

i)	Numerical Ability (20 questions of one mark each)	= 20 marks
ii)	Grammar (Antonyms, Synonyms, Prepositions, one word substitution, fill in the blanks, Correct-Incorrect & Idioms) (20 questions of one mark each)	= 20 marks
iii)	English Comprehension (04 comprehension passages of 05 questions of one mark each)	= 20 marks
iv)	Test of reasoning (20 questions of one mark each)	= 20 marks
v)	General knowledge ability (20 questions of one mark each)	= 20 marks

NOTE: The minimum marks required to pass the written test and to be eligible for the next stage of evaluation (PART-II) shall be 40% of the total marks allotted.

PART-II Computer Type Test : 40 Marks

Qualifying Criteria :- Minimum 40 words per minute with accuracy of minimum 90%

The candidate having minimum speed of 40 words per minute with accuracy of minimum 90% shall be awarded 30 marks and those having type speed over and above 40 words per minute shall be awarded one additional mark for one word each over and above 40 words subject to a maximum of 40 marks within the allocated time.

NOTE: Only those candidates who qualify the Computer Type Test shall be evaluated for the next stage of evaluation i.e. Part III, Computer Practical Test.

PART- III Computer Practical Test: 10 Marks

Computer Based Practical/Proficiency Test shall cover the complete MS Office

NOTE: Overall merit of the candidates shall be determined on the basis of composite marks obtained out of total 150 marks comprising Written Test (100 Marks), Computer Type Test (40 Marks) and Computer Practical Test (10 marks). There shall be no Interviews.

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Notification

Syllabus of Entrance/Screening Test for the post of Section Cutter (Geology)

The Examination shall consist of the written test of multiple choice type questions of 100 marks of 2 hours duration.

The detailed scheme of as examination will consist of subjects mentioned below

Written Objective Type Test

Sections	SUBJECT	MAX Marks/Question	Time Duration
A	BASIC MATHEMATICS	15	
B	BASIC SCIENCE	20	
C	BASIC REASONING	15	
D	BASIC ENGLISH	15	2 hours
E	GENERAL AWARENESS	15	
F	SKILL KNOWLEDGE	20	

INDICATIVE SYLLABUS FOR EXAMINATION FOR THE POST OF SECTION CUTTER (GEOLOGY)

Written MCQ Type Test

The test shall comprise of 100 objective type questions of 1 mark each.

A. BASIC MATHEMATICS
Averages; Time, Work and Distance; Ratio and Proportions; Problems of Age; Probability; LCM, HCF; Mensuration

B. BASIC SCIENCE
Sources of energy; Conventional & Non-Conventional; Health, Hygiene and Sanitation; Environmental pollution; Nutrition, Respiration, Excretion etc; Communicable & Non-Communicable Diseases.; ; Ecosystem – Its components, Food chains and Food webs.; Ozone layer, its depletion, Greenhouse Effect.; Importance of water in life

C. BASIC REASONING
Relationship concepts; Figure the odd one out; Direct Sense; Figure Series completion; Venn Diagrams; Number series; Coding/Decoding

D. BASIC ENGLISH
Articles; Synonyms; Antonyms; Preposition; Verbs; Reading comprehension; Determiners; Spellings; Sentences

E. GENERAL AWARENESS
Current events of National importance; History, Economy, Culture & Geography of India; Honours and Awards; The World of Sports; Popular Personalities; Geographical Discoveries; Principal Languages of India; Capitals and Currencies of Countries: History, Geography, Culture and Economy of UT of Jammu and Kashmir

F. SKILL KNOWLEDGE
Rocks, Minerals, Ores, fossils, Moh's scale of Hardness, procedure for making thin-sections, wafers and polished sections, equipment used for thin section preparation. Basic functions of petrological microscope.

REGISTRAR

No. Estab./C&R/NTW/24/**3233**
Dated: **12-03-2024**