

## Annexure "E"

### Syllabus for the post Computer Assistant, Home Department

Marks: 120

Time: 02.00 Hrs.

S. No.	Subjects/ Topic	Marks assigned
1	GENERAL AWARENESS with special reference of J&K UT	36
2	GENERAL ENGLISH & COMPREHENSION	24
3	GENERAL INTELLIGENCE & REASONING	24
4	QUANTITATIVE APTITUDE	24
5	BASIC KNOWLEDGE OF COMPUTERS	12
TOTAL		120

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

- (i) Current Events of National and International importance
- (ii) Political & Physical divisions of World & India
- (iii) Climate & Crops in India
- (iv) Transport & Communication.
- (v) Demography- Census, its feature and Vital Statistics.
- (vi) Important Rivers & Lakes in India.
- (vii) Indian Economy.
- (viii) Indian Culture & Heritage.
- (ix) Indian History with special reference to Freedom Movement.
- (x) Indian Constitution- Basic features- Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy (xi) Science & Technology.
- (xii) Environment, Ecology & Bio-diversity.
- (xiii) Taxation in India- Direct & Indirect Tax - CBDT, GST etc.
- (xiv) J&K UT
  - a) History
  - b) Economy
  - c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna.)
  - d) Heritage & Culture
  - e) Important Tourist Destinations
- (xv) J&K Reorganisation Act, 2019.

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. QUANTITATIVE APTITUDE

The scope of the test will be computation of

- (i) Whole numbers, decimals, fractions and relationships between numbers, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Basic algebraic.
- (ii) Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles.

### 5. KNOWLEDGE OF COMPUTERS

- (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) Role of Information Technology in Governance.