

## **Annexure "F"**

### **Syllabus for Written test (Objective Type)**

**Marks: 80**

**Time: 80 Minutes**

#### **Unit I General English**

**20 Marks**

- (i) Comprehension
- (ii) Editing / Proof Reading.
- (iii) Rearranging of jumbled sentences
- (iv) Narration
- (v) Modals
- (vi) Articles
- (vii) Paragraph writing with blanks to be filled in with the following
  - i. Phrases
  - ii. Pronouns
  - iii. Homonyms/Homophones etc.
- (viii) Clauses
- (ix) Punctuation
- (x) Synonyms and antonyms
- (xi) Idioms and phrases.
- (xii) Uses of Prepositions
- (xiii) Active & Passive Voice

#### **Unit II General Awareness with special reference to JK UT 20 Marks**

- (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

#### **Unit III Numerical and Reasoning Ability**

**20 Marks**

**Basic Arithmetic:**

- (i) Number System
- (ii) Percentage
- (iii) Average
- (iv) Profit & Loss
- (v) Ratio & Proportion
- (vi) Time & Work

**Reasoning:**

- (i) Number series
- (ii) Letter series
- (iii) Coding decoding
- (iv) Direction sense
- (v) Blood relations
- (vi) Mathematical reasoning
- (vii) Speed, Distance and Time
- (viii) Statements and conclusions.

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**Unit IV      Basic Concepts of Computers      20 Marks**

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- (i) Fundamentals of computer sciences
- (ii) Hardware & Software
- (iii) Input and output devices
- (iv) Operating system
- (v) M.S Word, M.S Excel, M.S Access and Powerpoint Presentation
- (vi) E\_mail & Internet