

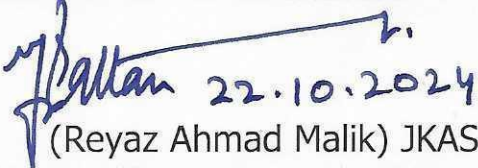
GOVERNMENT OF JAMMU AND KASHMIR  
**JAMMU & KASHMIR SERVICES SELECTION BOARD**  
CPO Chowk Panjtirthi, Jammu/ Zamzam Complex Rambagh Srinagar.  
[www.jkssb.nic.in](http://www.jkssb.nic.in)

**Subject: Advance notice for the conduct of OMR Based Examination for various posts.**

It is hereby notified for the information of candidates that J&K Services Selection Board (JKSSB) is going to conduct the OMR Based written test for various posts as per the details given in **Annexure "A"** to this notice.

The exact dates along with the schedule for downloading of admit cards shall be notified separately in due course of time. This is an advance notice for the information of concerned candidates.

The syllabi for the examination of the posts mentioned in **Annexure "A"** are annexed herewith as **Annexure "B" to Annexure "F"**

  
22.10.2024  
(Reyaz Ahmad Malik) JKAS  
**Controller of Examinations**

No. JKSSB-COE0EXAM/UT/10/2023-04 (7055504)

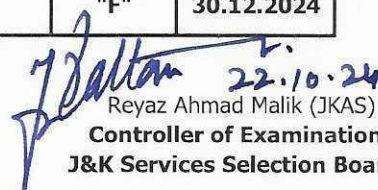
Dated: 22-10-2024

**Copy to the:**

- 1) Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat, J&K, Jammu/Srinagar.
- 2) Director Information & Public Relations, J&K Government with the request to get the said notification published in at least three leading local newspapers of Jammu/Srinagar for three consecutive days.
- 3) Member(s) ALL, J&K Services Selection Board.
- 4) Secretary, J&K Services Selection Board.
- 5) Administrative Officer, J&K Services Selection Board, Jammu/Srinagar.
- 6) P/S to Chairperson, J&K Services Selection Board for the information of Chairperson.
- 7) In-charge Website, Services Selection Board, Jammu.
- 8) Office record.

### Annexure "A"

S.No.	Department	Name of the post	Notification No.	Item No.	Cadre of the post	Syllabus	Date of Examination	
1	Home Department	Constable (Armed/IRP)	01 of 2024	01	UT	"B"	01.12.2024	
2		Constable (SDRF)		02	UT			
3		Constable (Executive)		05	Div. Jammu			
4				06	Div. Kashmir			
5		Constable (Telecommunication)		03	UT	"C"		08.12.2024
6		Constable (Photographer)		04	UT	"D"		22.12.2024
7	Animal /Sheep husbandry and Fisheries Department	Junior Stenographer	04 of 2021	636	Div. Kashmir	"E"	29.12.2024 (Shift-I)	
8	Agriculture Production & Farmer's Welfare	Junior Stenographer	05 of 2021	710	UT			
9				711	Div. Jammu			
10				712	Div. Kashmir			
11	Rural Development & Panchayati Raj	Junior Scale Stenographer	02 of 2022	18	UT	"E"	29.12.2024 (Shift-II)	
12	Horticulture	Steno Typist	01 of 2021	20	Div. Jammu			
13				31	Jammu			
14				38	Kathua			
15				41	Udhampur			
16				46	Doda			
17				52	Ramban			
18				55	Rajouri			
19				58	Poonch			
20				67	Div. Kashmir			
21				73	Srinagar			
22				78	Budgam			
23				82	Anantnag			
24				86	Pulwama			
25				90	Shopain			
26				97	Baramulla			
27				102	Kupwara			
28	Health & Medical Education	Steno Typist	02 of 2021	297	Rajouri			
29				298	Poonch			
30				299	Srinagar			
31				300	Budgam			
32				301	Ganderbal			
33				302	Pulwama			
34				303	Anantnag			
35				304	Kupwara			
36				305	Baramulla			
37	Law Department	Urdu Typist	05 of 2020	158	UT	"F"	30.12.2024	

  
 Reyaz Ahmad Malik (JKAS)  
**Controller of Examinations**  
**J&K Services Selection Board.**

# Annexure "B"

## Syllabus for Written Test for the post of Constables (Executive Police/Armed/IRP/SDRF)

**Marks: 100**

**No. of Questions: 100**

**Time: 02:00 Hours**

S.No.	Subject/Topic	Total number of questions
1.	General English	25
2.	General Knowledge and current affairs (India)	25
3.	General Knowledge with special reference to J&K	10
4.	Numerical and Reasoning Ability	25
5.	Basic Concepts of Computers	15
<b>Total</b>		<b>100</b>

### DETAILED SYLLABUS

#### 1. GENERAL ENGLISH


- Articles
- Clauses
- Pronouns
- Homonyms/ homophones
- Tenses
- Clauses
- Punctuation
- Synonyms and antonyms
- Analogies
- Idioms and Phrases
- Uses of prepositions

  
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## **2. GENERAL KNOWLEDGE AND CURRENT AFFAIRS (INDIA)**

- Important dates in Indian History/Freedom Struggle, different dates and events
- First in world (Adventure, Sports, Discoveries).
- First in India (Adventure, Sports, Discoveries)
- Popular names of Personalities (Religion, Politics, Scientific discoveries, Geographical, Sports, History)
- The Newspaper world - (Current Dailies & Weeklies of India)
- Books & Authors – General
- Famous Places in India
- Languages
- Capitals & Currencies
- United Nations Organizations - Veto Powers, No. of Countries as its Members Principal organs and their functions
- SAARC, ASEAN
- Everyday Science
- World famous Awards - (1. in Science)  
(2. in Literature)  
(3. in Sports)
  
- National Awards (1. in Science)  
(2. in Literature)  
(3. in Sports)
  
- The world of Sports
- Climate & Crops in India
- Constitution of India (Formation, Fundamental rights, Directive Principles).
- Democratic institutions
- Forms of Government
- Political & Physical divisions of world & India
- Important rivers & Lakes in India
- Current Events of National and International Level
- Agriculture in economic development; Industrialization and economic development
- Centrally Sponsored Schemes-Guidelines and Objectives
- Indian Foreign Trade

  
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### **3. GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO J&K**

- Abbreviations, Important dates, popular names of personalities and their achievements/Contribution (National and International)
- Weather, Climate, Crops, Means of Transport Important power projects and their impact on J&K Economy
- Rivers and Lakes
- Important Tourist Destinations
- History of J&K - Historical places of the J&K and their importance
- RTI Act
- Indus Water Treaty and its impact on economy
- Agriculture in Economic Development, industrialization and economic Development.
- Current events of Local, National and International Importance.

### **4. NUMERICAL AND REASONING ABILITY**

The candidates will be tested primarily on the fundamental mathematical concepts and application oriented reasoning. The broad areas will include the following:

#### **Basic Arithmetic:**

- Number System
- Percentage
- Average
- Profit & Loss
- Ratio & Proportion
- Speed, Distance and Time
- Mathematical reasoning
- Basic Algebra
- Mensuration
- Decimal Fractions
- Simple and Compound Interest
- Trigonometry
- Simplification

#### **Reasoning ability:**

- Number series
- Letter series
- Coding decoding
- Direction sense


  
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- Blood relations
- Statements and conclusions
- Logical Reasoning
- Mental Reasoning
- Sequential output tracing
- Assertions and reasons
- Arithmetical Operations

## **5. BASIC CONCEPTS OF COMPUTERS**

The candidates' understanding of the concepts of computers and its application will be tested and it will broadly cover the following:

- Computer terminology
- Hardware and Software
- Input and Output Devices
- MS word and MS Excel
- Storage and Operating systems
- Safety and Security
- E-mail and Internet Usage
- Search Engines

  
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# Annexure "C"

## Syllabus for Written Test for the post of Constables (Telecommunication)

Marks: 100

No. of Questions: 100


Time: 02:00 Hours

	S.No.	Subject/Topic	Total number of questions
Aptitude	1.	General English	15
	2.	General Knowledge and current affairs (India)	15
	3.	General Knowledge with special reference to J&K	5
	4.	Numerical and Reasoning Ability	15
	5.	Basic Concepts of Computers	10
			<b>Total Marks (Aptitude)</b>
Technical	6.	Technical Questions	40
		<b>Grand Total</b>	<b>100</b>

### DETAILED SYLLABUS


#### 1. GENERAL ENGLISH

- Articles
- Clauses
- Pronouns
- Homonyms/ homophones
- Tenses
- Clauses
- Punctuation
- Synonyms and antonyms
- Analogies
- Idioms and Phrases
- Uses of prepositions

  
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## **2. GENERAL KNOWLEDGE AND CURRENT AFFAIRS (INDIA)**

- Important dates in Indian History/Freedom Struggle, different dates and events
- First in world (Adventure, Sports, Discoveries).
- First in India (Adventure, Sports, Discoveries)
- Popular names of Personalities (Religion, Politics, Scientific discoveries, Geographical, Sports, History)
- The Newspaper world - (Current Dailies & Weeklies of India)
- Books & Authors – General
- Famous Places in India
- Languages
- Capitals & Currencies
- United Nations Organizations - Veto Powers, No. of Countries as its Members Principal organs and their functions
- SAARC, ASEAN
- Everyday Science
- World famous Awards - (1. in Science)  
(2. in Literature)  
(3. in Sports)
  
- National Awards (1. in Science)  
(2. in Literature)  
(3. in Sports)
  
- The world of Sports
- Climate & Crops in India
- Constitution of India (Formation, Fundamental rights, Directive Principles).
- Democratic institutions
- Forms of Government
- Political & Physical divisions of world & India
- Important rivers & Lakes in India
- Current Events of National and International Level
- Agriculture in economic development; Industrialization and economic development
- Centrally Sponsored Schemes-Guidelines and Objectives
- Indian Foreign Trade

  
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### **3. GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO J&K**

- Abbreviations, Important dates, popular names of personalities and their achievements/Contribution (National and International)
- Weather, Climate, Crops, Means of Transport Important power projects and their impact on J&K Economy
- Rivers and Lakes
- Important Tourist Destinations
- History of J&K - Historical places of the J&K and their importance
- RTI Act
- Indus Water Treaty and its impact on economy
- Agriculture in Economic Development, industrialization and economic Development.
- Current events of Local, National and International Importance.

### **4. NUMERICAL AND REASONING ABILITY**


The candidates will be tested primarily on the fundamental mathematical concepts and application oriented reasoning. The broad areas will include the following:

#### **Basic Arithmetic:**

- Number System
- Percentage
- Average
- Profit & Loss
- Ratio & Proportion
- Speed, Distance and Time
- Mathematical reasoning
- Basic Algebra
- Mensuration
- Decimal Fractions
- Simple and Compound Interest
- Trigonometry
- Simplification

#### **Reasoning ability:**

- Number series
- Letter series
- Coding decoding

  
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- Direction sense
- Blood relations
- Statements and conclusions
- Logical Reasoning
- Mental Reasoning
- Sequential output tracing
- Assertions and reasons
- Arithmetical Operations

## **5. BASIC CONCEPTS OF COMPUTERS**

The candidates' understanding of the concepts of computers and its application will be tested and it will broadly cover the following:

- Computer terminology
- Hardware and Software
- Input and Output Devices
- MS word and MS Excel
- Storage and Operating systems
- Safety and Security
- E-mail and Internet Usage
- Search Engines

## **6. TECHNICAL SYLLABUS**

### **Radio Communication**

Modulation-amplitude modulation and frequency modulation, modulation Index, Carrier signal, modulated signal. AM modulator, FM Modulator, Demodulation, Bandwidth, AM applications, FM applications, AM receiver-super heterodyne radio receiver, FM receiver

Radio wave propagation Types of propagation-ground wave propagation-Sky wave propagation, Space wave, AF, IF, RF

### **Television Transmission**

Television transmitters

Antenna, types-dipole antenna, transmission lines feeders, coaxial cables.

Persistence of vision of eye, Picture transmission, Scanning in picture tube Progressive scanning inter laced scanning-composite video signal, negative picture pulses, Video signal band width, channel band, width, SSB (Single side band transmission) VHF, UHF Ranges

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## **Electronics and Telecommunication**

Radio Wave Propagation: Radio Wave Propagation Principle, types of Propagation Fading.

Modulation and Demodulation: Need for Modulation, Types of Modulation and Demodulation. Introduction to AM, FM & PM, SSB-SC & DSB-SC. Block Diagram of AM And FM Transmitter. FM Generation & Detection. AM, FM & PM comparisons.

Antenna: Fundamentals Of Antenna, Various Parameters, Types Of Antennas & Application


Digital Modulation and Demodulation: Techniques, Sampling. Quantization & Encoding, Concept of Multiplexing and De Multiplexing. PAM/PPM/PWM Signals and principles

Mobile Communication. Basics of Mobile Communication. Concept Cell Site, Hand Off, Frequency Reuse, Block Diagram And Working Of Cell Phones, Cell Phone Features. GSM and CDMA Technology

Communication equipments. AM&FM RADIO Concept and Working, TELEVISION Concept and Working and Optical Fiber Equipments.

Electrical and Electronic Gadgets: UPS, Inverter, Stabilizer and SMPS working system

e-Governance: Objectives. Origins In India, E-Governance Project In India. Work plan And Infrastructure. DBMS, ANTI-VIRUS.

  
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## **Electricity**

Electrical units, Effects of electric current, conductors and insulators. Types of solder and flux. AC Circuits

Magnetic terms and units. Magnetic material, Properties of magnet. Laws of electromagnetism

Wiring, IE rules, Wiring accessories- switches, fuses, MCB, ELCB, MCCB, RCCB, relays Earthing- megger, earth tester.

DC generator- Principle, parts and functions, types, EMF equation. Voltage build up.

Three phase induction motor Principle, parts and functions. Slip, speed, rotor Frequency, torque, copper loss, applications.

# Annexure "D"

## Syllabus for Written Test for the post of Constables (Photography)

Marks: 100

No. of Questions: 100

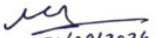
Time: 02:00 Hours

	S.No.	Subject/Topic	Total number of questions
Aptitude	1.	General English	15
	2.	General Knowledge and current affairs (India)	15
	3.	General Knowledge with special reference to J&K	5
	4.	Numerical and Reasoning Ability	15
	5.	Basic Concepts of Computers	10
			<b>Total Marks (Aptitude)</b>
Technical	6.	Technical Questions	40
		<b>Grand Total</b>	<b>100</b>

### DETAILED SYLLABUS

#### 1. GENERAL ENGLISH


- Articles
- Clauses
- Pronouns
- Homonyms/ homophones
- Tenses
- Clauses
- Punctuation
- Synonyms and antonyms
- Analogies
- Idioms and Phrases
- Uses of prepositions

  
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## **2. GENERAL KNOWLEDGE AND CURRENT AFFAIRS (INDIA)**

- Important dates in Indian History/Freedom Struggle, different dates and events
- First in world (Adventure, Sports, Discoveries).
- First in India (Adventure, Sports, Discoveries)
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- Books & Authors – General
- Famous Places in India
- Languages
- Capitals & Currencies
- United Nations Organizations - Veto Powers, No. of Countries as its Members Principal organs and their functions
- SAARC, ASEAN
- Everyday Science
- World famous Awards - (1. in Science)  
(2. in Literature)  
(3. in Sports)
- National Awards (1. in Science)  
(2. in Literature)  
(3. in Sports)
- The world of Sports
- Climate & Crops in India
- Constitution of India (Formation, Fundamental rights, Directive Principles).
- Democratic institutions
- Forms of Government
- Political & Physical divisions of world & India
- Important rivers & Lakes in India
- Current Events of National and International Level
- Agriculture in economic development; Industrialization and economic development
- Centrally Sponsored Schemes-Guidelines and Objectives
- Indian Foreign Trade

  
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### **3. GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO J&K**

- Abbreviations, Important dates, popular names of personalities and their achievements/Contribution (National and International)
- Weather, Climate, Crops, Means of Transport Important power projects and their impact on J&K Economy
- Rivers and Lakes
- Important Tourist Destinations
- History of J&K - Historical places of the J&K and their importance
- RTI Act
- Indus Water Treaty and its impact on economy
- Agriculture in Economic Development, industrialization and economic Development.
- Current events of Local, National and International Importance.

### **4. NUMERICAL AND REASONING ABILITY**


The candidates will be tested primarily on the fundamental mathematical concepts and application oriented reasoning. The broad areas will include the following:

#### **Basic Arithmetic:**

- Number System
- Percentage
- Average
- Profit & Loss
- Ratio & Proportion
- Speed, Distance and Time
- Mathematical reasoning
- Basic Algebra
- Mensuration
- Decimal Fractions
- Simple and Compound Interest
- Trigonometry
- Simplification

#### **Reasoning ability:**

- Number series
- Letter series
- Coding decoding

  
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- Direction sense
- Blood relations
- Statements and conclusions
- Logical Reasoning
- Mental Reasoning
- Sequential output tracing
- Assertions and reasons
- Arithmetical Operations

## **5. BASIC CONCEPTS OF COMPUTERS**

The candidates' understanding of the concepts of computers and its application will be tested and it will broadly cover the following:

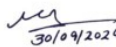
- Computer terminology
- Hardware and Software
- Input and Output Devices
- MS word and MS Excel
- Storage and Operating systems
- Safety and Security
- E-mail and Internet Usage
- Search Engines

## **6. TECHNICAL SYLLABUS**

### **BASIC PHOTOGRAPHER**

Camera-Type of Cameras, Pinhole Camera, Box Camera, View Camera, Ranger finder Camera, Single lens reflex Camera, Twin lens Reflex Camera, Polaroid Camera, Panoramic Camera, Process Camera, Cine Camera, Video Camera, Digital Camera. Different formats of Camera-Large Format-Medium Format-Small format.

Optics-positive and negative lenses, Focal Length, -Resolving power of lens, lens aberration and rectification, spherical chromatic, coma, astigmatism, distortion Curvature of field-types of lenses, Normal-wide angle-telephoto-zoom lenses supplementary lenses-digital Lenses.

 30/09/2024 Focusing-rack and pinon focusing, scale focusing, automatic focusing, types of Focusing in Digital-Exposure, Exposure meters, incident Light meters, reflected

light meters, built in light meters, Depth of field Circle of confusion, Depth of focus, Hyper focal distance.

### **PHOTO AESTHETICS**

Definition of Light, Principles of Light, Properties of Light, Reflection, Refraction Absorption, Transmission, Dispersion, Light Characteristics, Direct Light, Indirect Light, Diffused light, light as subject, Shadow as subject.

Need for the light in photography, Light Sources-Natural Light, Sunlight Moon Light, Ambient- Artificial Light Source, Flood Light, Spot Light, Halogens Light Electronic flash light, Digital lights.

### **BASIC PHOTOTECH**

1. Key light or main light or principle light.
2. Fill in light
3. Bounce light.
4. Diffused light & Directional Diffused Light.
5. Exposure Calculation & Light Meters.
6. Digital Basics-Introduction to Digital Imaging Principles.

### **DIGITAL PHOTOGRAPHY TECH**

The digital Camera-Components of Digital Camera-Sensor-Sensor Characteristics & Configuration-LCD Display-Menu & Operations. Digital Camera Lenses-Digital Zoom-Auto Focus System-Optical Zoom-Focal Length-Depth of field-Depth of focus.


How to use Digital Camera- shooting images with correct Exposure - Application of Histogram.

### **ADVERTISING PHOTOGRAPHY**


Evolution of Advertising-The age of technology Print Media-Newspapers Magazines-Electronic Media-Radio-Television-Literature.

### **APPLIED PHOTOGRAPHY**

Forms & Specializations in Photography-Agriculture-Sports-Table Top-Commercial Photography-Architectural Photography-Interiors Photography--Jewelry-People Photography-War Photography. Scientific application-Ultra Violet

  
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Photography-Infrared Photography-Forensic Photography. Medium format-Large format cameras-Working Principles-Camera Movements. Tripods-Digital Backs-Industrial Photography-Variou s Branches-Interactions. Shooting Machineries-Shooting large Industrial Set Up-Techniques involved in shooting.

## Annexure "E"

### 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
<b>TOTAL</b>		<b>60</b>

#### 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

## Annexure "F"

### Syllabus for Written Test (Objective Type)

Marks:80

Time: 80 Minutes

S. No.	Subjects/ Topic	Marks assigned
1	GENERAL AWARENESS with Special reference to J&K UT	25
2	GENERAL ENGLISH & COMPREHENSION	25
3	GENERAL INTELLIGENCE & REASONING	15
4	COMPUTER APPLICATIONS	15
<b>TOTAL</b>		<b>80</b>

#### 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