ANNEXURE "D"
Jammu & Kashmir Services Selection Board
Post: Junior Assistant/Jr. Assistant cum Computer Operator/
Steno Instructor/Jr. Stenographer
Multiple Choice Based Written test
Reference Guidelines and Syllabus
40 Marks/40 Minutes

A) English/General Awareness: **20 Marks**

The English paper will check the context dependent comprehension.
This will be done using comprehension passages and will focus on the following;

☐ **Grammar :** Grammatical knowledge will be tested with focus on Articles, Verbs, Tenses, repositions, Voice, Synonyms, Antonyms, and Punctuation etc**.**

(10 marks)

☐ **Factual** : Passage will be about the local history, art and popular culture; aspirants will be tested on factual understanding of events, dates, people, idioms and phrases, etc**.** **(5 marks)**

☐ **Job Related (Context)** : Candidates will be tested on types of communication; formal and non-formal, verbal and non-verbal, proof
reading, interpreting guidelines, circulars, data and other work related
issues etc. **(5 marks)**

B) Numerical and Reasoning Ability **10 Marks**

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, Time & Work etc
☐ **Reasoning** ; Number & Letter Series, Coding-Decoding, Analogy etc

C) Basic Concepts of Computers **10 Marks**

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
☐ Storage and Operating systems
☐ Safety and Security
☐ E-mail and Internet Usage

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