



**Government of Jammu and Kashmir**  
**J&K Services Selection Board Jammu**  
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**ANNEXURE 'A'**

Sub: **Syllabus for Multiple Choice Objective Type written test for the post of Junior Assistant (District/ Divisional/ State Cadre).**

**Unit-I**

**30 marks**

**General English**

**(A)**

- (I) Paragraph/ Essay writing.
- (II) Report writing
- (III) Formal/ Informal letter writing
- (IV) Precis writing

**Grammar**

**(B)**

- (I) One word substitution-using a single word for a group of words.
- (II) Synonyms and antonyms
- (III) Pairs of words and their use in meaningful sentences.
- (IV) Idioms and phrases.
- (V) Re-arranging of jumbled sentences.
- (VI) Narration.
- (VII) Punctuation.
- (VIII) Tenses

**Unit-II**

**20 marks**

**General Knowledge and Current Affairs**

Abbreviations, Important Dates, First in World, First in India, Popular Names of Personalities, The Newspaper World, Geographical Discoveries, Books and Authors, Principal Languages of India, Capitals and Currencies of Countries, United Nations Organisation, Members of United Nations Organisation (UNO), Other International Organisations and Groups, Space Programme of India, India's Automatic Research, Awards, Honours and Prizes, The World of Sports, Climate and Crops, Democracy and Democratic Institutions, Seven Wonders.

**Unit-III**

**20 marks**

**General Knowledge with special reference to J&K.**

- (I) Abbreviations, Important dates, popular names of personalities and their achievements/ contribution.
- (II) Constitution of J&K.
- (III) Centre-State relationship.
- (IV) Weather, Climate, Crops, Means of Transport.
- (V) Important projects and their impact on State Economy.
- (VI) Rivers and Lakes.

**Unit-IV**

**30 marks**

**Computer fundamentals.**

**A) Introduction to Computers:-**

Characteristics of Computer, Use of Computers, computer hardware and software, relationship between software and hardware, types of software, Input and output devices

**B) M.S Word Basics:-**

Introduction, objective, system requirements, working with M.S word, MS word screen, creating a document, moving around a document, file operations, saving a file, creating a new file, opening a file, editing the text, formatting the text, text border.

**C) Data communication and Networking:-**

Introduction to networks with special reference to E-mail and INTERNET, Advantages and disadvantages of networking types - email, internet.

**D) Formatting worksheets:-**

Working with fonts applying font formats, changing the default workbook font, tools for setting fonts, adding cell border, tools for applying Borders, applying pattern and colors, alignment.

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**ANNEXURE 'A'**

Sub: **Syllabus for Multiple choice objective type written test for the posts of Forest Gaurd (District Cadre) advertised vide Adv.No.01 of 2011 dated. 31. 01. 2011**

**Unit-I**

**20 marks**

**General English**

**(A)**

- (I) Editing/ Proof Reading.
- (II) Rearranging of jumbled sentences
- (III) Dialogue
- (IV) Narration
- (V) Models
- (VI) Articles
- (VII) Paragraph writing with blanks to be filled in with the following Phrases, Pronouns, Homonyms/ homophones, Tenses.
- (VIII) Clauses
- (IX) Punctuation
- (X) Synonyms and antonyms
- (XI) Pairs of words and their use in meaningful sentences.
- (XII) Idioms and phrases.

**Unit-II**

**15 marks**

**Mathematics**

- (i) Problems on finding Surface areas and volumes of combinations of any two of the following cubes, cuboids, spheres, hemispheres and right circular cylinders/ cones. Frustum of a cone.
- (ii) Problems involving converting one type of metallic solid into another and other mixed problems.
- (iii) Profit and loss
- (iv) Simple/ Compound interest.
- (v) Linear equations with two variables.

**Unit-III**

**Social Science**

**(A) History.**

**15 marks**

- (i) Revolt of 1857-Causes and Effects.
- (ii) Rise of National Movement-Factors.
- (iii) Formation of the Indian National Congress in 1885 and Role of Moderates.

- (iv) Factors leading to the rise of Extremism in the Congress with special reference to the Partition of Bengal.
- (v) Boycott and Swadeshi Movement.
- (vi) Rise of Muslim League in 1906 : Cause.
- (vii) Khilafat Movement and the Non-Cooperation Movement.
- (viii) From Swaraj to the Independence Movement.
- (ix) Civil Disobedience Movement.
- (x) Quit India Movement.
- (xi) Independence and Partition of India.

**(B) Civics.**

**15 marks**

- (i) Origin of democracy.
- (ii) Types.
- (iii) Direct democracy.
- (iv) Indirect democracy.
- (v) Hindrance to democracy.
- (vi) Public opinion.
- (vii) Representaion.
- (viii) Franchise.
- (ix) Secret Ballot.
- (x) Candidates.
- (xi) Nomination.
- (xii) Symbol.
- (xiii) The Campaign
- (xiv) The majority.
- (xv) Presidential elections.
- (xvi) Languages
- (xvii) Cities and Villages.
- (xviii) Casteism and Untouchability.
- (xix) The United Nations.
- (xx) India's relations with her Neighbours.

**(C) Geography**

**15 marks**

- (i) Types of forests (with special reference of J&K State)
- (ii) Conservation and protection of forests.
- (iii) National Parks and wildlife sanctuaries (Refernce of J&K Sanctuaries and National Parks)
- (iv) Conservation of wildlife.
- (v) Water resources.
- (vi) Sources of Water ( with special reference of J&K State)
- (vii) Uses of water resources.
- (viii) Multipurpose River Valley projects with special reference of J&K State)
- (ix) Distribution of irrigated Areas.
- (x) Growing need of water.
- (xi) Conservation and management of water resources.
- (xii) Watershed development.
- (xiii) Rainwater Harvesting.
- (xiv) Transport.
- (xv) Roads (Different routes of J&K State)

**Unit-IV**

**20 marks**

**General Science.**

- (i) Various sources of energy; conventional sources of energy; improvement in technology for using conventional source of energy (Biomass and wind energy)
- (ii) Non-conventional sources of energy (Solar energy, Energy from sea).
  
- (iii) Nuclear energy (Nuclear fusion and nuclear fission)
- (iv) Lasting of energy sources.
- (v) Physical properties of metals and non-metals.
- (vi) Chemical properties of metals like action of water, air, acids, salts; Reactivity series of metals.
- (vii) Cause of reactivity of metals and non-metals. Properties of Ionic compounds.
- (viii) Occurance of metals; their extraction, enrichment of ores. Extraction of metals in accordance with activity series; refining of metals.
- (ix) Corrosion of metals and its prevention.
- (x) What are life processes?
- (xi) Nutrition- Autotrophic Nutrition, Heterotrophic Nutrition. How do animals obtain their nutrition? Nutrition in Human beings.
- (xii) Respiration.
- (xiii) Transportation : Transportation in Plants.
- (xiv) Excretion : Excretion in Human beings, Excretion in Plants.
- (xv) What happens when we add our waste to the Environment.
- (xvi) Ecosystem – What are its components? Food chains and Webs.
- (xvii) How do our activities effect the environment? Ozone layer and how it is getting depleted. Managing the garbage we produce.

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