



Government of Jammu and Kashmir
J&K Services Selection Board Srinagar
(www.jkssb.nic.in)

Sub: **Syllabus for the posts of Election Assistant (District Cadre)**
advertised vide Adv.No.01 of 2011 dated.31.01.2011

Unit-I

20 marks

General English

(A)

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

Grammer

(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

40 marks

Urdu.

(A)

- (I) History of Urdu literature.
 - (a) Fort William College.
 - (b) The Aligrah Movement.
 - (c) The Progressive Movement.
- (II) Modern Urdu Ghazal, its background and individual characteristics/features.
- (III) Status of Urdu in J&K State
- (IV) Urdu poetry in J&K
- (V) Paraphase of verses of Ghalib, Mir Taqi Mir, Moulana Hali, Sir Mohammad Iqbal and Jagan Nath Azad.
- (VI) The biography of prominent Urdu poets and writers, their contribution towards Urdu literature.

Grammer

(B)

- (I) Paragraph/ Essay writing on a given topic.
- (II) Letter writing in urdu and its kinds- letters of Ghalib and their characteristics.

- (III) Singular- Plural.
- (IV) Masculine and Famenine.
- (V) Multimeaning words/ Synonyms/ antonyms
- (VI) Idioms and phrases.

Unit-III

= 20 marks

Computer fundamentals.

A) Introduction to Computers:-

Characteristics of Computer, Use of Computers, computer hardware and software, relationship between software and hardware, types of softwrae, 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, Adventages 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.

Unit-IV

20 marks

General Knowledge with special reference to J&K.

- (I) Abbrevations, 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.

Note:- In terms of the prescribed qualification, passing of Unit-II with minimum 40% marks shall be compulsory.

**Secretary
Services Selection Board
Srinagar**

No. SSB/ Sel/ Secy/012/ 2566-70

Dated.

20-09.2012

Copy to the:-

1. Secretary to Govt. General Administration Department Civil Secretariat, Srinagar.
2. Joint Director Information Jammu/ Srinagar with the request to publish the notification in all local leading newspapers of the State.
3. Administrative Officer SSB Divisional Office Jammu/ Srinagar
4. Pvt. Secretary to Chairman, J&K Services Selection Board Jammu for information of the Chairman.
5. Concerned file