SYLLABUS FOR THE POST OF FIRST DIVISION COMPUTER ASSISTANT IN MORARJI DESAI RESIDENTIAL SCHOOLS

PAPER-II SPECIFIC PAPER

1) Introduction to Computers- Basic Terms:

   - Disk Drives, Hardware, Installation of Hardware and Softwares, Programming Languages, Operating System.
   - Knowledge of Internet, Sending Mails, Downloads, Searching etc.,
   - Networking, Knowledge of LAN, WAN.
   - Maintenance of Files, Database & Hardware Components.

2) Constitutional protection, Reservation & Provisions

   - Reservation System & Classification in Karnataka.

3) Schemes of Minority Directorate

   - Directorate – Pre Matric & Post Matric Hostels.
   - Minority Moraraji Desai Residential School.
   - Pre Matric, Post Matric, Merit-Cum-Means Scholarship & National Overseas Scholarship Schemes.
   - Incentives & Remedial Coaching.

4) Sarvasikshana Abhiyana (SSA), Madhyamika Sikshana Abhiyana, Right to Education (R.T.E)

5) Fundamentals of Record & File Maintenance, Basic Accounting, Receipts and payments, maintenance of stock.

6) Right to Information Act (R.T.I), SAKALA