



Office of the Chief Executive Officer
Shri Mata Vaishno Devi Shrine Board, Katra

Syllabus for the posts of Junior Assistant

The syllabus for Written Test (Objective Type) of the above mentioned posts are as under:

| S. No | Subjects | Marks assigned |
|------------------|--|-----------------------|
| 1 | General English | 15 |
| 2 | General Awareness | 25 |
| 3 | Shri Mata Vaishno Devi Shrine, Culture and Mythology | 15 |
| 4 | Numerical and Mental Ability Test | 10 |
| 5 | Computer Applications | 15 |
| Total | | 80 |
| Interview | | 20 |
| G/Total | | 100 |

GENERAL ENGLISH

15 Marks

- (i) Tenses
- (ii) Comprehension
- (iii) Editing / Proof Reading.
- (iv) Rearranging of jumbled sentences
- (v) Narration
- (vi) Modals
- (vii) Articles
- (viii) Paragraph writing with blanks to be filled in with the following
 - i. Phrases
 - ii. Pronouns
 - iii. Homonyms/Homophones etc.
- (ix) Clauses
- (x) Punctuation
- (xi) Synonyms and antonyms
- (xii) Idioms and phrases.
- (xiii) Uses of Prepositions
- (xiv) Active & Passive Voice
- (xv) Error Spotting
- (xvi) Sentence Correction
- (xvii) Spelling Correction

GENERAL AWARENESS**25 Marks**

- (i) Indian History with special reference to Freedom struggle
- (ii) Indian Constitution- Basic features- Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy
- (iii) First in world (Adventure, Sports, Discoveries)
- (iv) First in India (Adventure, Sports, Discoveries)
- (v) Popular Personalities (Politics, Scientific discoveries, Geographical, Sports, History)
- (vi) The Newspaper world – (Current Dailies & Weeklies of India)
- (vii) Languages & Culture
- (viii) Science & Technology
- (ix) International Organisations- UNO, WHO, WTO, IMF, UNESCO, UNCTAD etc.
- (x) Important Regional Organizations and Blocs- BRICS, OPEC, ASEAN, SAARC, BIMSTEC, G-20, G-7 etc.
- (xi) Sustainable Development Goals
- (xii) Communicable Diseases- cure and prevention
- (xiii) NCDC- COVID-19 - SOPs, Advisories, Guidelines etc
- (xiv) World famous Awards
- (xv) The world of Sports
- (xvi) Agriculture in economic development; Industrialization and economic development.
- (xvii) Foreign Trade & Balance of payments
- (xviii) New economic reforms
- (xix) Inflation, Monetary Policy, Fiscal Policy, Capital Markets, Role of RBI, Taxation in India- Direct & Indirect Tax - CBDT, GST etc.
- (xx) India's Atomic Research Programme,
- (xxi) Thermal / Nuclear/ Hydro Power Plants in India.
- (xxii) Current Events of National and International importance
- (xxiii) Political & Physical divisions of India
- (xxiv) Indian Culture, Heritage and Freedom Struggle/Movement.
- (xxv) Demography- Census, its feature and functions.
- (xxvi) Important Rivers & Lakes in India.
- (xxvii) Weather, Climate, Crops, Means of Transport of India.
- (xxviii) J&K UT
 - a) Popular names of personalities and their achievements/ Contribution.
 - b) Weather, Climate, Crops, Means of Transport.
 - c) J&K History, Economy and Culture
 - d) Flora and Fauna of J&K

- e) Rivers and Lakes.
- f) Important Tourist Destinations.
- g) J&K Panchayati Raj Act, 1989 (as amended upto December, 2020), 73rd& 74th Constitutional amendments.
- h) J&K Reorganisation Act, 2019

SHRI MATA VAISHNO DEVI SHRINE, CULTURE & MYTHOLOGY 15 Marks

NUMERICAL AND MENTAL ABILITY TEST

10 Marks

Basic Arithmetic:

- (i) Number System
- (ii) Square Roots
- (iii) Basic algebra
- (iv) Percentage
- (v) Average
- (vi) Profit & Loss
- (vii) Discount
- (viii) Time & Distance
- (ix) Ratio & Proportion
- (x) Time & Work
- (xi) Simple & Compound Interest

Mental Ability:

- (i) Number series.
- (ii) Letter series.
- (iii) Coding decoding.
- (iv) Direction sense.
- (v) Blood relations.
- (vi) Mathematical reasoning.
- (vii) Speed, Distance and Time.
- (viii) Statements and conclusions.
- (ix) Logical Reasoning.
- (x) Mental Reasoning.

COMPUTER APPLICATIONS

15 Marks

- (i) Fundamentals of computer sciences
- (ii) Hardware & Software
- (iii) Input & output devices
- (iv) Operating system

- (v) M.S Word, M.S Excel, M.S Access, M.S Powerpoint Presentation & PDF
- (vi) E-mail & Internet
- (vii) Concept of Computer Virus & Latest Anti Virus
- (viii) Role of Information Technology in Governance