



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

**Syllabus for the posts of Jr. Assistant, Sr. Receptionist and Store Keeper**

In deference to the Advertisement Notification No. 05/2026 dated 15.06.2026, the syllabus for Written Test (Objective Type) of the above mentioned posts is as under:

<b>S. No</b>	<b>Subjects</b>	<b>Marks assigned</b>
1	General English	15
2	General Awareness	25
3	General Science	10
4	Numerical and Mental Ability Test	15
5	Computer Applications	15
<b>Total</b>		<b>80</b>
<b>Interview</b>		<b>20</b>
<b>G/Total</b>		<b>100</b>

**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
- i) Shri Mata Vaishno Devi Shrine Board related information.

**GENERAL SCIENCE**

**10 Marks**

- (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, Tidal energy).
- (iii) Mechanics, Rest, motion, Velocity, acceleration, Newton Laws of motion,
- (iv) Voltage, Current, Resistance, Power, D.C Batteries
- (v) Waves, light as a wave, Sound waves, Transverse and longitudinal waves.
- (vi) Structure of Atom
- (vii) Solids, Liquids and Gases (Basics)
- (viii) Life processes: Nutrition and its types, Respiration, Transportation of water, food and minerals in plants.
- (ix) Vitamins- Diseases related to vitamin deficiency.
- (x) Environmental pollution.
- (xi) Ecosystem – Its components, Food chains and Food webs.
- (xii) Ozone layer, its depletion, Green House Effect.
- (xiii) Importance of water in life

**NUMERICAL AND MENTAL ABILITY TEST**

**15 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