

GOVERNMENT OF JAMMU AND KASHMIR
JAMMU & KASHMIR SERVICES SELECTION BOARD
CPO Chowk Panjtirthi, Jammu/ Zamzam Complex Rambagh Srinagar.
www.jkssb.nic.in

Subject: Advance notice for conduct of OMR based Written Examination for the post of Panchayat Secretary, Rural Development and Panchayati Raj Department.

It is hereby notified for the information of candidates that J&K Services Selection Board (JKSSB) is scheduled to conduct the written examination for the post of Panchayat Secretary, Rural Development & Panchayati Raj Department, as per the details given in **Annexure "A"** to this notice.

The exact dates along with the schedule for downloading of admit cards shall be notified separately in due course of time.

The syllabus for the examination of above-mentioned post, notified vide no.SSB/COE/Syl/2022/4571-74 dated 30.05.2022 is annexed herewith as **Annexure "B"**, with the modification that **distribution of marks shall be 120 marks instead of 100 marks**. The question paper shall comprise of 120 questions to be attempted in 2 hours duration.

This is an advance notice for the information of concerned candidates.


Sd/-
(Reyaz Ahmad Malik) JKAS
Controller of Examinations

No. JKSSB-COE0EXAM/10/2022-04-SSB

Dated: 07-11-2023

Copy to the:

- 1) Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat, J&K, Jammu.
- 2) Commissioner/Secretary to the Government, Rural Department and Panchayati Raj, Civil Secretariat, J&K, Jammu.
- 3) Director Information & Public Relations, J&K Government with the request to get the said notification published in at least three leading local newspapers of Jammu/Srinagar for three consecutive days.
- 4) Member(s) ALL, J&K Services Selection Board.
- 5) Secretary, J&K Services Selection Board.
- 6) Administrative Officer, Services Selection Board, Jammu/Srinagar.
- 7) P.A. to Chairman, J&K Services Selection Board
- 8) In-charge Website, Services Selection Board, Jammu.
- 9) Office record.


(Pulkit Dutta) JKAS

Assistant Controller of Examinations

Annexure "A"

S.No.	Department	Post	Advertised under Notification No.	Item no.	Cadre of post	Tentative date of Exam	Syllabus
1.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	059	Anantnag	10.12.2023	Annexure "B"
2.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	060	Kulgam		
3.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	061	Pulwama		
4.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	062	Shopian		
5.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	063	Bandipora		
6.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	064	Baramulla		
7.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	065	Ganderbal		
8.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	066	Budgam		
9.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	067	Kupwara		
10.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	068	Jammu		
11.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	069	Samba		

12.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	070	Kathua	10.12.2023	Annexure "B"
13.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	071	Udhampur		
14.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	072	Reasi		
15.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	073	Doda		
16.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	074	Kishtwar		
17.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	075	Ramban		
18.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	076	Rajouri		
19.	Rural Development & Panchayati Raj	Panchayat Secretary	03 of 2022	077	Poonch		

Pulkit Dutta
(Pulkit Dutta) JKAS

Assistant Controller of Examinations

ANNEXURE-"B"

Syllabus for the post of Panchayat Secretary

Marks: 120

Time: 02.00 Hrs.

S.No.	Subjects/Topic	Marks assigned
1.	GENERAL AWARENESS with special reference of UT of J&K	24
2.	GENERAL ENGLISH & COMPREHENSION	24
3.	GENERAL INTELLIGENCE & REASONING	24
4.	QUANTITATIVE APTITUDE	18
5.	BASIC KNOWLEDGE OF COMPUTERS	30
	TOTAL	120

1. GENERAL AWARENESS with special reference of J&K UT

- i. Current Events of National and International importance
- ii. Political & Physical divisions of India
- iii. Climate & Crops in India
- iv. Transport & Communication.
- v. Demography- Census, its feature and Vital Statistics.
- vi. Important Rivers & Lakes in India.
- vii. Indian Economy.
- viii. Indian Culture & Heritage.
- ix. Indian History with special reference to Freedom Movement.
- x. Indian Constitution- Basic features-Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy.
- xi. Science & Technology.
- xii. Environment, Ecology & Bio-diversity.
- xiii. Taxation in India- Direct & Indirect Tax - CBDT, GST etc.
- xiv. J&K UT
 - a) History
 - b) Economy
 - c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna.)
 - d) Heritage & Culture
 - e) Important Tourist Destinations
 - f) J&K Reorganization Act, 2019.
- xv. Centrally Sponsored Schemes (MGNREGA, PMAY, SBM) and Panchayati Raj Act/Rules.

7

2. GENERAL ENGLISH & COMPREHENSION

- (i) Tenses
- (ii) Narration
- (iii) Modals
- (iv) Articles
- (v) Reading Comprehension
- (vi) Fill in the blanks with Phrases, Pronouns, homonyms/homophones etc
- (vii) Clauses
- (viii) Synonyms and antonyms
- (ix) Pairs of words and their use in meaningful sentences.
- (x) Rearranging of jumbled sentences.
- (xi) Idioms and phrases.
- (xii) Uses of Prepositions.
- (xiii) Active & Passive Voice
- (xiv) Error Spotting
- (xv) Sentence Correction
- (xvi) Spellings Correction

3. GENERAL INTELLIGENCE & REASONING

- (i) Number series, Letter series, Semantic Series, Speed, Distance and Time, Statements and conclusions, Logical Reasoning, Mental Reasoning, Word Building, Numerical Operations, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Problem Solving.
- (ii) Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters.

4. QUANTITATIVE APPTITUDE

The scope of the test will be computation of

- (i) Whole numbers, decimals, fractions and relationships between numbers, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Basic algebraic.
- (ii) Graphs of Linear Equations, Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles.

1

5. KNOWLEDGE OF COMPUTERS

- (i) Basic Applications of Computer and its component.
- (ii) Fundamentals of computer sciences.
- (iii) Hardware & Software, Concept of Open-Source Technologies.
- (iv) Input & output Devices.
- (v) Knowledge of MS Word, MS Excel, MS Access, MS PowerPoint, PDF Internet and E-mail.
- (vi) Concept of Computer Virus and Latest Anti-Virus.
- (vii) Role of Information Technology in Governance.

2