



**GOVERNMENT OF JAMMU AND KASHMIR,
SERVICES SELECTION BOARD,
Zum Zum Building, Ram Bagh, Srinagar
(www.jkssb.nic.in)**

Sub: - Syllabus for Multiple Choice Test for the posts of Jr. Scale Stenographers /Steno-Typist / Typist cum Clerk / Jr. Assistants and similar posts.

The syllabus for the multiple choice test for the posts of **Jr. Scale Stenographers /Steno-Typist / Typist cum Clerk / Jr. Assistants** advertised vide Notification No. 01 of 2015 (Item Nos. 013, 035, 083) & Notification No. 04 of 2015 (Item Nos. 090, 091, 095, 098, 103, 107, 111, 116, 125, 128, 134, 138, 140, 143, 144, 148, 151, 155) is hereby notified as under:

A) English (upto 20 Marks)

- 1) Types of communication – verbal & non-verbal, formal, non-formal.
- 2) Articles – a, an, the.
- 3) Rearranging of words/ sentences to form a meaningful sentence/paragraph.
- 4) Verb.
- 5) Active, passive sentences/voices.
- 6) Answer the given questions from a given paragraph (Comprehension).
- 7) Synonym & antonym.
- 8) Noun & Pronoun.
- 9) Tenses.

B) General ability (upto 10 Marks)

- 1) Reasoning
 - i) Number series – one line series.
 - ii) Letter series.
 - iii) Coding – Decoding:
 - a) Letter coding.
 - b) Letter & Numerical coding.
 - c) Coding using position, number of alphabet.

C) Computer (upto 10 Marks)

- 1) Components of computer; Hardware & Software.
- 2) Operating systems.
- 3) Types of storage units – Primary & Secondary memory.
- 4) Memory size (bits, bytes, KB, MB, GB, TB)
- 5) Basic Shortcut commands.
- 6) Email & Internet.
- 7) Virus & anti-viruses.

It will also be applicable to the Multiple Choice Test for the posts already advertised for which type tests have not been conducted.

Sd/-
Secretary
J&K Services Selection Board

No:SSB/Secy/Sel/2017/7003-09

Dated: - 14.08.2017

Copy to:

1. Commissioner/Secretary, GAD, Civil Secretariat, Srinagar for information.
2. Joint Director Information, Jammu/Kashmir with the request to publish the said syllabus in leading News Papers of Jammu/Kashmir.
3. PPS to Chief Secretary for the information of Worthy Chief Secretary.
4. Administrative Officer, J&K Services Selection Board, Jammu/Kashmir.
5. Pvt Secretary to Chairman SSB, for information of the Ld. Chairman
6. Incharge Website for uploading of the Notice on the official website of the Board
7. Notice Board.