



**Government of Jammu and Kashmir
Services Selection Board
Zum Zum Building, Rambagh, Srinagar
(www.jkssb.nic.in)**

NOTICE

Subject:- Syllabus and Tentative schedule of written test for various posts of Education department notified vide Advertisements no's 02/2017/43 to 02/2017/118 dated 18-10-2017 (Education Department)

1. It is for the information of all the candidates who have applied/applying for the advertisement No's 02/2017/43 to 02/2017/118 dated 18-10-2017 (Education Department) shown hereunder that the Objective Type Written exam for the said posts is scheduled to be held in the month of December, 2017.
2. The syllabi are as such being annexed herewith for the information of the candidates.
3. The exam shall be Computer Based (CBT).
4. Actual dates of the test and issuance of admit cards will be notified later.
5. The Criteria of the selection already stands notified in the advertisements.

Sd/-
Tassaduq Hussain Mir, (KAS)
Secretary
Services Selection Board

No. SSB/Secy/Sel/2017/11248-52

Dated: 02.11.2017

Copy to the:-

1. Director Information, J&K Government, Srinagar with the request to get the said notification published in at least three leading local newspaper of Jammu/Srinagar on three consecutive dates.
2. Private Secretary to the Ld. Chairman for information of the Chairman.
3. I/c Web site.
4. Stock file.

Unique number of Advertisement	Name of Post	Cadre	No. of Posts	Syllabus Type	Syllabus Annexed
2/2017/43	Junior Assistant	Anantnag	20	Jr Asst Specific	ANNEXURE "A"
2/2017/44	Junior Assistant	Bandipora	20	Jr Asst Specific	ANNEXURE "A"
2/2017/45	Junior Assistant	Baramulla	67	Jr Asst Specific	ANNEXURE "A"
2/2017/46	Junior Assistant	Budgam	37	Jr Asst Specific	ANNEXURE "A"
2/2017/47	Junior Assistant	Ganderbal	7	Jr Asst Specific	ANNEXURE "A"
2/2017/48	Junior Assistant	Kulgam	22	Jr Asst Specific	ANNEXURE "A"
2/2017/49	Junior Assistant	Kupwara	62	Jr Asst Specific	ANNEXURE "A"
2/2017/50	Junior Assistant	Pulwama	25	Jr Asst Specific	ANNEXURE "A"
2/2017/51	Junior Assistant	Shopian	12	Jr Asst Specific	ANNEXURE "A"
2/2017/52	Junior Assistant	Srinagar	35	Jr Asst Specific	ANNEXURE "A"
2/2017/53	Junior Assistant	Samba	19	Jr Asst Specific	ANNEXURE "A"
2/2017/54	Junior Assistant	Udhampur	34	Jr Asst Specific	ANNEXURE "A"
2/2017/55	Junior Assistant	Reasi	13	Jr Asst Specific	ANNEXURE "A"
2/2017/56	Junior Assistant	Rajouri	31	Jr Asst Specific	ANNEXURE "A"
2/2017/57	Junior Assistant	Jammu	10	Jr Asst Specific	ANNEXURE "A"
2/2017/58	Junior Assistant	Kathua	37	Jr Asst Specific	ANNEXURE "A"
2/2017/59	Junior Assistant	Ramban	17	Jr Asst Specific	ANNEXURE "A"
2/2017/60	Junior Assistant	Doda	80	Jr Asst Specific	ANNEXURE "A"
2/2017/61	Junior Assistant	Kishtwar	22	Jr Asst Specific	ANNEXURE "A"
2/2017/62	Junior Assistant	Poonch	05	Jr Asst Specific	ANNEXURE "A"
2/2017/63	Laboratory Assistant	Anantnag,	34	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/64	Laboratory Assistant	Bandipora,	13	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/65	Laboratory Assistant	Baramulla,	38	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/66	Laboratory Assistant	Budgam,	18	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/67	Laboratory Assistant	Ganderbal,	15	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/68	Laboratory Assistant	Kulgam,	16	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/69	Laboratory Assistant	Kupwara,	49	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/70	Laboratory Assistant	Pulwama,	29	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/71	Laboratory Assistant	Poonch	21	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/72	Laboratory Assistant	Srinagar,	22	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/73	Laboratory Assistant	Samba,	7	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/74	Laboratory Assistant	Udhampur,	14	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/75	Laboratory Assistant	Reasi,	8	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/76	Laboratory Assistant	Rajouri	30	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/77	Laboratory Assistant	kathua	23	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/78	Laboratory Assistant	Ramban	16	Laboratory Assistant	ANNEXURE "B"

				Specific	
2/2017/79	Laboratory Assistant	Doda	25	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/80	Laboratory Assistant	Kishtwar	14	Laboratory Assistant Specific	ANNEXURE "B"
2/2017/81	Library Assistant	Anantnag	22	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/82	Library Assistant	Bandipora	07	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/83	Library Assistant	Baramulla	17	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/84	Library Assistant	Budgam	17	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/85	Library Assistant	Ganderbal	11	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/86	Library Assistant	Kulgam	11	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/87	Library Assistant	Kupwara	02	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/88	Library Assistant	Pulwama	04	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/89	Library Assistant	Shopian	07	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/90	Library Assistant	Srinagar	09	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/91	Library Assistant	Samba	09	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/92	Library Assistant	Udhampur	17	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/93	Library Assistant	Reasi	18	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/94	Library Assistant	Rajouri	08	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/95	Library Assistant	jammu	05	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/96	Library Assistant	kathua	03	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/97	Library Assistant	Ramban	05	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/98	Library Assistant	Doda	34	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/99	Library Assistant	kishtwar	22	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/100	Junior Librarian	Kishtwar	02	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/101	Junior Librarian	Anantnag	08	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/102	Junior Librarian	Bandipora	05	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/103	Junior Librarian	Baramulla	05	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/104	Junior Librarian	Budgam	04	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/105	Junior Librarian	Ganderbal	03	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/106	Junior Librarian	Kulgam	05	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/107	Junior Librarian	Kupwara	10	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/108	Junior Librarian	Pulwama	06	Jr. Librarian / Library	ANNEXURE "C"

				Assistant Specific	
2/2017/109	Junior Librarian	Poonch	07	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/110	Junior Librarian	Srinagar	07	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/111	Junior Librarian	Samba	04	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/112	Junior Librarian	Udhampur	04	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/114	Junior Librarian	Rajouri	05	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/115	Junior Librarian	Jammu	02	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/116	Junior Librarian	Kathua	04	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/117	Junior Librarian	Ramban	03	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"
2/2017/118	Junior Librarian	Doda	10	Jr. Librarian / Library Assistant Specific	ANNEXURE "C"

ANNEXURE “A”
Jammu & Kashmir Services Selection Board
Post: Junior Assistant (School Education Department)
Multiple Choice Based Written test
Reference Guidelines and Syllabus
40 Marks/40 Minutes

A) English/General Awareness :
20 Marks

The English paper will check the context dependent comprehension.

This will be done using comprehension passages and will focus on the following;

- **Grammar** : Grammatical knowledge will be tested with focus on Articles, Verbs, Tenses, Prepositions, Voice, Synonyms, Antonyms, and Punctuation etc.(**10 marks**)
- **Factual** : Passage will be about the local history, art and popular culture; aspirants will be tested on factual understanding of events, dates, people, idioms and phrases, etc.(**5 marks**)
- **Job Related (Context)** : Candidates will be tested on types of communication; formal and non-formal, verbal and non-verbal, proof reading, interpreting guidelines, circulars, data and other work related issues etc. (**5 marks**)

B) Numerical and Reasoning Ability 10 Marks

The candidates will be tested primarily on the fundamental mathematical concepts and application oriented reasoning. The broad areas will include the following;

- **Basic Arithmetic** ;Number System, Percentage, Average, Profit & Loss, Ratio & Proportion, Time & Work etc
- **Reasoning** ; Number & Letter Series, Coding-Decoding, Analogy etc

C) Basic Concepts of Computers 10 Marks

The candidates' understanding of the concepts of computers and its application will be tested and it will broadly cover the following;

- Computer terminology
- Hardware and Software
- Storage and Operating systems
- Safety and Security
- E-mail and Internet Usage

Note – Type test and Multiple Choice tests will be conducted on the same day. Type test will have duration of 10 minutes and MCQ test will have 40 minutes' duration. However, those failing type tests will be disqualified from the selection process.

ANNEXURE “B”
Jammu & Kashmir Services Selection Board
Post: Laboratory Assistant (School Education Department)
Multiple Choice Based Written test
Reference Guidelines and Syllabus
120 Marks/120 Minutes

D) General English/Awareness :
(10 Marks)

The English paper will check the context dependent comprehension.

This will be done using comprehension passages, and will focus on the following;

- **Grammar** : Grammatical knowledge will be tested with focus on Articles, Verbs, Tenses, Prepositions, Voice, Synonyms, Antonyms, and Punctuation etc.(**5 marks**)
- **Job Related (Context)** : Candidates’ comprehension and understanding of relevant terminology, understanding of scientific information and facts and interpretation of scientific manuals (**5 marks**)

E) Numerical and Mathematical Ability (15 Marks)

The candidates will be tested primarily on the fundamental mathematical concepts that are relevant for scientific experiments and calculations. The broad areas will include the following;

- **Arithmetic** ; Number System, Percentage, Average, Profit & Loss, Ratio & Proportion, Time & Work etc
- **Maths** ; Mensuration, Data Interpretation, Basic Statistics including Mean, Mode , Median etc

Basics of Laboratory Science (25 Marks)

The candidates’ understanding of the Laboratory and its related knowledge in the field of Physics, Chemistry and Biology, broadly covering the following areas;

- Terminology of Laboratory,
- Equipment and Procedures of Laboratory,
- Experiments and Recordings.

F) General Science (40 Marks)

- Basic Concepts of Physics
 - Measurement, Current Electricity, Magnetism, Optics, Thermodynamics etc.
- Basic Concepts of Biology
 - Classification, Cell Biology, Plant physiology, Animal physiology, Chromatography, Micro-organisms, Reproduction etc.
- Basic Concepts of Chemistry
 - Physical Chemistry, Chemical Equilibrium, Chemical Kinetics, Thermo-chemistry, Quantitative estimation, Qualitative Analysis, Electrochemistry, Organic Chemistry etc

G) Current Affairs (10 Marks)

- Latest News pertaining to the scientific world,
- Nobel Prizes, Inventions, Discoveries,
- Scientists and their Body of Work,
- Scientific Organizations and their information.
- Other Issues of current relevance

H) General Knowledge with special focus on Jammu and Kashmir

(10 Marks)

- Geography
- History
- Economics
- Art
- Culture
- Theater
- Climate
- Tourism
- Flora and Fauna

I) Reasoning

(10 Marks)

- Number Series
- Letter Series
- Alphabet Series
- Coding-Decoding
- Analogy

ANNEXURE “C”

Jammu & Kashmir Services Selection Board

Jr. Librarian / Library Assistant (School Education Department)

Multiple Choice Based Written test

Reference Guidelines and Syllabus

120 Marks/120 Minutes

Unit-I

Marks 20

- Types of Libraries and their Features
- Role of Libraries in contemporary Society
- Five Laws of Library Sciences
- Library legislation in different states of India
- Intellectual Property Rights(IPR)
- National and International Library Associations: ILA, IASLIC, IATLIS, SIS IFLA, FID ALA, ASLIB SLA etc.
- National and intercalation Agencies : UNESCO, OCLC, PRRLF, UGC,
- INFLIBNET, DELNET ,etc
- Information Centers, DRTC, ISI, INSDOC(NISCAIR),NASSDOC, DESIDOC, SENDOC, etc

Unit-II

Marks 20

- Basic Terminology: call Number, Class Number, Book Number, Isolates
- Classification; concept, purpose and species
- Features of DDC, UDC, and CC
- Five Fundamental Categories
- Notation: Definition and Purpose
- Library Catalogue; Definition and purpose
- OPAC AND WebOPAC
- Cannons of Classification and Cataloguing

Unit-II

Marks 20

- Principles of Book Selection
- Selection Tool; Print and Non-Print Materials
- Processing of Documents; Accessioning, Classification, Cataloguing labeling and shelving
- Serials/ Journals; Selection and procurement
- Book Transaction System: Traditional and Modern
- Stock verification of Books; Methods and Tools

- Weeding Process

Unit-IV

Marks 20

- Information Sources: Print and No- Print ; Primary, Secondary and Tertiary Sources
- Types of Dictionaries, Encyclopedias
- Geographical and Biographical Sources
- Indexing and Abstracting Sources

- Types of Bibliographies
- Bibliographies Sources

Unit-V

Marks 20

- Types of Reference service ,Ready reference service, Long Rang Reference Service
- Reference Librarian: Role Skills and Competences
- User Education/ Information Literacy Skills
- CAS/SDI
- International Information System;

INIS, AGRIS, MEDLARS/MEDLINE, INSPEC

- Information Seeking Pattern

Unit-VI

Marks 20

- Computer Genesis
- Computer Generations
- Primary and Secondary Memory; Storage Devices
- Operating System: MS DOS, Windows, Linux
- Programming; Algorithm, Flowcharts, Languages
- MS-WORD , MS-Excel –Ms-Power point, DBMS,CDS/ISIS, WINISIS
