



**GOVERNMENT OF JAMMU AND KASHMIR,  
J&K SERVICES SELECTION BOARD,  
Sehkari Bhawan Panama Chowk, Jammu.**

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**NOTICE**

Subject:- **Syllabus for the posts of Naib-Tehsildar and Patwari-regarding.**

1. The syllabus for the multiple choice based written test for the posts mentioned hereunder is enclosed as **Annexure 'A'**.
2. The general guidelines for testing the "*working knowledge of Urdu*" are enclosed as **Annexure 'B'**.
3. The candidates will first appear in the MCQ based test. Only the candidates shortlisted on the basis of the written test will be required to appear in the subsequent exam for testing the *working knowledge of Urdu*.
4. The exam will be conducted in the month of April, 2018 (Naib-Tehsildar) and February/March, 2018 (Patwari).
5. The written exam will be offline (OMR based) exam. There shall be negative marking (0.25 for each wrong answer). The exam for testing *working knowledge of Urdu* will be computer based (Reading Section) and descriptive (Writing Section).
6. The criteria for the overall merit shall be notified subsequently. However, the Urdu exam will be of qualifying nature only.

Sd\  
(Tassaduq Hussain Mir), KAS  
Secretary,  
J&K Services Selection Board  
Jammu

No: - SSB/Sel/Secy/2017/11832-46

Dated: - 18-11-2017

Copy for information to the:-

1. Principal Secretary to Hon'ble Chief Minister J&K, Jammu.
2. Commissioner Secretary/Secretary to Government, General Adm. Department, Civil Secretariat, Jammu.
3. Administrative Secretary to Government, \_\_\_\_\_ Department, Civil Secretariat, Jammu.
4. Director, Radio Kashmir Jammu. He is requested to kindly broadcast the above said notification appropriately.
5. Director, Doordarshan Jammu. He is requested to kindly telecast the above said notification appropriately.
6. Joint Director Information, J&K Government Srinagar/Jammu with the request to publish the said notification at least in three leading local newspapers of Jammu/Srinagar on three consecutive dates.
7. Director, NIELIT, Srinagar for necessary instructions to the concerned at NIELIT, Srinagar for conducting the said test.

8. Pvt Secretary to Chief Secretary, J&K Government, Jammu.
9. Pvt Secretary to Chairman, J&KSSB for information of the Ld Chairman.
10. Administrative Officer, J&KSSB, Jammu / Srinagar for information and necessary action.
11. Incharge Website for uploading of the notice in the official website of the Board
12. Notice Board.

| Detail of Posts |          |                       |                        |                  |           |
|-----------------|----------|-----------------------|------------------------|------------------|-----------|
| S. No.          | Item No. | Adv. Notification No. | Name of the Department | Name of the post | Cadre     |
| 1.              | 007      | 01 of 2015            | Revenue Department     | Naib Tehsildar   | State     |
| 2.              | 306      | 06 of 2015            | Revenue Department     | Patwari          | Anantnag  |
| 3.              | 327      | 06 of 2015            | Revenue Department     | Patwari          | Bandipora |
| 4.              | 346      | 06 of 2015            | Revenue Department     | Patwari          | Baramulla |
| 5.              | 364      | 06 of 2015            | Revenue Department     | Patwari          | Budgam    |
| 6.              | 381      | 06 of 2015            | Revenue Department     | Patwari          | Ganderbal |
| 7.              | 398      | 06 of 2015            | Revenue Department     | Patwari          | Kulgam    |
| 8.              | 415      | 06 of 2015            | Revenue Department     | Patwari          | Kupwara   |
| 9.              | 465      | 06 of 2015            | Revenue Department     | Patwari          | Srinagar  |
| 10.             | 481      | 06 of 2015            | Revenue Department     | Patwari          | Doda      |
| 11.             | 506      | 06 of 2015            | Revenue Department     | Patwari          | Jammu     |
| 12.             | 528      | 06 of 2015            | Revenue Department     | Patwari          | Kathua    |
| 13.             | 550      | 06 of 2015            | Revenue Department     | Patwari          | Kishtwar  |
| 14.             | 566      | 06 of 2015            | Revenue Department     | Patwari          | Poonch    |
| 15.             | 585      | 06 of 2015            | Revenue Department     | Patwari          | Rajouri   |
| 16.             | 604      | 06 of 2015            | Revenue Department     | Patwari          | Ramban    |
| 17.             | 622      | 06 of 2015            | Revenue Department     | Patwari          | Reasi     |
| 18.             | 641      | 06 of 2015            | Revenue Department     | Patwari          | Samba     |
| 19.             | 654      | 06 of 2015            | Revenue Department     | Patwari          | Udhampur  |
| Total           |          |                       |                        |                  |           |

# Annexure - A

## Sub: - Syllabus for Objective Type Written Test.

Time: 2 Hours

MM: 120

| <b>Unit-I</b> | <b>GENERAL ENGLISH(Objective Type)</b> | <b>20 Marks</b> |
|---------------|--|-----------------|
|---------------|--|-----------------|

- (I) Tenses
- (II) Rearranging of jumbled sentences.
- (III) Narration
- (IV) Models
- (V) Articles
- (VI) Comprehension with blanks to be filled in with Phrases, Pronouns, Homonyms / homophones.
- (VII) Clauses
- (VIII) Synonyms and antonyms
- (IX) Pairs of words and their use in meaningful sentences.
- (X) Idioms and phrases.
- (XI) Uses of Prepositions.

| <b>Unit-II</b> | <b>GENERAL STUDIES(Objective Type)</b> | <b>30 Marks</b> |
|----------------|--|-----------------|
|----------------|--|-----------------|

- (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) Solids, Liquids and Gases(Basics)
- (iv) Vitamins- Diseases related to vitamin deficiency.
- (v) AIDS-Causes and Prevention.
- (vi) Environmental pollution.
- (vii) Ecosystem – Its components, Food chains and Food webs.
- (viii) Ozone layer, its depletion, Green House Effect.
- (ix) Globalization/Liberalization
- (x) Disaster Management
- (xi) Inflation
- (xii) Human Rights
- (xiii) Panchayat Raj
- (xiv) Indian Freedom Struggle (1857 Onwards)
- (xv) United Nations Organization (Principal organs and their functions)
- (xvi) SAARC/NAM

| <b>Unit-III</b> | <b>CONSTITUTION OF INDIA (Objective Type)</b> | <b>20Marks</b> |
|-----------------|---|----------------|
|-----------------|---|----------------|

- (i) Constitution of India with special reference to:-
  - a) Citizenship
  - b) Fundamental Rights
  - c) Fundamental Duties
  - d) Election Commission of India
  - e) Supreme Court
  - f) Centre-State relations
  - g) Article 370

**Unit-IV CONSTITUTION OF JAMMU & KASHMIR****(Objective Type)****10 Marks**

- (i) Legislature (Both Houses)-Composition and Election.
- (ii) State Judiciary.

**Unit-V GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO JAMMU & KASHMIR (Objective Type) 25 Marks**

- (i) Topography of J&K State.
- (ii) Climates of J&K  
State:-
  - a) Temperate (Valley)
  - b) Arid (Ladakh)
  - d) Sub-Tropical (Jammu)
- (iii) Historical places and monuments
- (iv) Major River systems in J&K.
- (v) Hydro-Power projects in J&K.
- (vi) Tourist places in J&K.
- (vii) Land Reforms.
- (viii) Indus Water Treaty.
- (ix) Wildlife sanctuaries/National Parks of J&K.
- (x) Natural Resources of J&K.

**Unit-VI MENSURATION (Objective Type)****15 Marks**

- a) Area of Triangle, Square, Rectangle, Rhombus, Trapezium, Circle, Right Circular Cylinder.
- b) Volume of Cube, Cuboid, Sphere, Hemisphere, Cone.
- c) Field Book/Units of Measurement of Land.

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# Annexure-B

## Guidelines for checking working knowledge of Urdu Naib Teshildar & Patwari

The exam intends to check the “*working knowledge of Urdu*” of the candidates. The same will be tested through a Reading and a Writing test (total comprising of 100 marks in a duration of two hours), to be conducted on the same day. The candidates belonging to ‘OM’ Category will be required to score at least 40% marks(overall) in the said exam with at least 33% marks in both Reading and Writing sections to be considered as having ‘*working knowledge of Urdu*’ for the purpose of this exam/qualified. The candidates belonging to other categories (except OM) are required to score at least 35% marks (overall) with at least 33% in each Section. The test of Reading Section will be computer based having multiple choices. There will be negative marking (0.25 per question) in Reading Section for wrong answers.

### Reading Section -50 Marks

1/- Candidates would be required to answer a total of 50 questions out of 5 given passages, each carrying 10 questions of one mark each.

### Writing Section – 50 Marks

|   |           |
|---|-----------|
| Letter writing of minimum 150 words on a particular situation.                  | -10 marks |
| One English passage to be translated into Urdu.                                 | -10 marks |
| One Urdu passage to be translated into English.                                 | -10 marks |
| One Essay of 300 words on any topic of social relevance.                        | -10 marks |
| Ten sentences to be made on given words bringing out clear meaning of the words | -10 marks |

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