

Updated Syllabus for Written Test and Selection Criteria for recruitment to the post of Technical Assistant (Computer Centre), Pay Level - 06	
Part – A (General)	Part – B (Post Related)
<p>1. Maths & Numerical Ability: Averages, Profit and Loss, Time and Work, Simple Interest, Compound Interest, Decimal Fractions, Problems on Numbers, Square Root and Cube Root, Time and Distance, Simplifications, Problems on H.C.F and L.C.M, Numerical Computation etc. (Upto 10th Standard)</p> <p>2. Logical Reasoning: Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Matching Definitions, Missing Character Finding, Odd Man Out, Blood Relations, Coding And Decoding, Logical Sequence Of Words, Arithmetic Reasoning, Letter and Symbol Series, Numerical Reasoning, Data Reasoning and Data Interpretation. etc.</p> <p>3. Language & Comprehension: Antonyms, Synonyms, Spelling Check, Common Error Detection, One word substitute, correct option, Grammatical error, Change of voice, Narration, Idioms and Phrases, English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Spotting Errors, Sentence Improvement, Communication Skills, Sentence Formation.</p> <p>4. General knowledge and Current Affairs: Indian History, Indian Economy, Indian Culture, Indian Polity, Indian Constitution, Indian Geography, Environmental Science, Awards and Honors, Famous Personalities, Days And Years, Basic General Knowledge, Current Affairs, Government Schemes, etc. upto 10th standard.</p> <p>5. Computer Fundamentals, MS Word, MS Excel, Power Point, Internet, Email System, etc.</p>	<p>1. Hardware - Hardware Devices and Troubleshooting, Components, tools and safety measures, Assembling a PC , Firmware upgrade, Dual BIOS & BIOS settings, Diagnose & Resolve issues related to a PC, Laptop features, Components, tools and safety measures, Diagnose & Resolve issues related to a laptop, upgrading a PC or Laptop, Smart phone features and Tools & Safety, Types of printers, Installing and testing a printer, Printer, Maintenance, Scanner Installation, Webcam Installation.</p> <p>2. Programming and Data Structure - C Language, Object oriented Programming, functions, data type, Recursion, Arrays, Stacks, Queues, Binary Search Trees, Sorting.</p> <p>3. Web Designing - HTML and CSS, SQL, JavaScript</p> <p>4. Operating system – Application & Troubleshooting, different OS and Compatibility, window and Linux installation, Upgrading OS, Software Installation, Working on MS Word, Excel, PowerPoint, MS Office Troubleshooting, Different Browser setup, back up, format and restore OS.</p> <p>5. Networking and Security - Basics of computer network, OSI Model, Transmission Media, Networking devices Network Topology, LAN Basics, IP Addressing, TCP/IP, Ethernet Advanced, Structured Cabling, Wireless networking, connecting a PC/ Laptop to Internet, installing a printer and sharing it in network, Joining a workgroup/ domain, File sharing and troubleshooting, Remote Access, Basics of Wi-Fi, Internet security.</p>

Scheme of Examination	Selection Criteria	Instructions (General Paper / Post Related)	Proficiency Test
<p><u>Part A - General Paper:</u> Questions - 50 Marks - 50 Duration: 01 Hour</p> <p><u>Part B - Post Related Paper:</u> Questions - 50 Marks - 50 Duration: 1:30 Hour</p>	<p>1. Written Test (Part-A): Qualifying in Nature for evaluation of part B. Qualifying marks to be decided on the basis of performance of the candidates.</p> <p>2. Written Test (Part-B): Merit list will be drawn on the basis of score of the candidate</p> <p>3. Proficiency Test: The Candidates shortlisted based on the Written Test (Part B) will be called for Proficiency Test, to be conducted after the Document Verification process.</p>	<p>1. This Part will comprise of objective-type questions with one correct answer.</p> <p>2. One (1) mark will be awarded for each correct answer & minus one forth (- 1/4) mark for each incorrect answer.</p> <p>3. The unanswered questions will not attract negative marks.</p>	<p>The syllabus of the Proficiency Test will be shared with the shortlisted candidates.</p>