



**Himachal Pradesh University**  
Summerhill, Shimla-171005

Dated: 24-12-2015

**NOTICE**

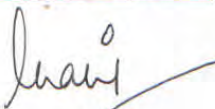
Reference advertisement No. Rectt.-3/2015 dated 19.06.2015 & Addendum dated 26.08.2015 for the posts of Junior Office Assistant (Information Technology). It is hereby notified for the information of all concerned that the Mode of selection for the posts of Junior Office Assistant (I.T.) is as under:

1. Objective type-written screening test (MCQ) of 200 marks of two hours duration divided into following parts:
  - (a) Computer Appreciation, Computer Organization, Operating System, Word Processing, Spreadsheet Package, Presentation Package, Data Base Operations, Information Technology and Society {Detailed syllabus being given separately} (50 questions) = 50 Marks
  - (b) General knowledge including General knowledge of Himachal Pradesh & current Affairs (50 questions) = 50 Marks
  - (c) Logic – Test of Reasoning including numerical ability and Everyday Science (50 questions) = 50 Marks
  - (d) General English of Graduation level and General Hindi of Matric Standard (50 questions) = 50 Marks
2. Typewriting test of Qualifying nature with speed of 30 words per minute in English or 25 words per minute in Hindi on computer for those who qualify objective type screening test (1:20 ratio i.e. for one post, a maximum of 20 candidates will be called for typewriting test as per merit of screening test)
3. Interview of those who qualify in typewriting Test (1:3 ratio i.e. for one post, a maximum of three candidates will be called for interview as per merit of screening test) = 30 Marks

Note : Qualifying marks in screening test will be 45% (90 marks) for general category and 40% (80 marks) for reserved category i.e. SC, ST, OBC and WFF candidates.

Selection will be based on merit drawn out of total 230 marks by the duly constituted Selection Committee.

All terms & conditions as advertised earlier will remain unchanged. This Notice is also available on web page (<http://www.hpuniv.nic.in>, <http://www.hpuniv.in>) of Himachal Pradesh University, Shimla for information.

  
(Dr. Pankaj Lalit)  
Registrar

## **Detailed Syllabus in respect of Part 1(a) pertaining to Computer/ Information Technology knowledge (50 marks)**

### 1. Computer Appreciation

Characteristics of Computers, Input, Output, Storage units, CPU, Computer System, Binary number system, Binary to Decimal Conversion, Decimal to Binary Conversion, ASCII Code, Unicode.

### 2. Computer Organization

Central Processing Unit - Processor Speed, Cache, Memory, RAM, ROM, Booting, Memory-Secondary Storage Devices: Floppy and Hard Disks, Optical Disks CD-ROM, DVD, Mass Storage Devices: USB thumb drive. Managing disk Partitions, File System Input Devices - Keyboard, Mouse, joystick, Scanner, web cam, Output Devices- Monitors, Printers – Dot matrix, inkjet, laser, Multimedia- What is Multimedia, Text, Graphics, Animation, Audio, Images, Video; Multimedia Application in Education, Entertainment, Marketing. Names of common multimedia file formats, Computer Software- Relationship between Hardware and Software; System Software, Application Software, Compiler, names of some high level languages, free domain software.

### 3. Operating System

Microsoft Windows- An overview of different versions of Windows, Basic Windows elements, File management through Windows. Using essential accessories: System tools –Disk cleanup, Disk defragmenter, Entertainment, Games, Calculator, Imaging – Fax, Notepad, Paint, WordPad. Command Prompt- Directory navigation, path setting, creating and using batch files. Drives, files, directories, directory structure. Application Management: Installing, uninstalling, Running applications. Linux- An overview of Linux, Basic Linux elements: System Features, Software Features, File Structure, File handling in Linux: H/W, S/W requirements, Preliminary steps before installation, specifics on Hard drive repartitioning and booting a Linux system.

### 4. Word Processing:

Word processing concepts: saving, closing, Opening an existing document, Selecting text, Editing text, Finding and replacing text, printing documents, Creating and Printing Merged Documents, Character and Paragraph Formatting, Page Design and Layout.

Editing and Profiling Tools: Checking and correcting spellings. Handling Graphics, Creating Tables and Charts, Document Templates and Wizards.

### 5. Spreadsheet Package

Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, entering data in a cell / formula Copying and Moving from selected cells, handling operators in Formulae, Functions: Mathematical, Logical, statistical, text, financial, Date Time functions, Using Function Wizard.

Formatting a Worksheet: Formatting Cells – changing data alignment, changing date, number, character or currency format, changing font, adding borders and colors, Printing worksheets, Charts and Graphs – Creating, Previewing, Modifying Charts.

Integrating word processor, spread sheets, web pages.

## 6. Presentation Package

Creating, Opening and Saving Presentations, Creating the Look of Your Presentation, Working in Different Views, Working with Slides, Adding and Formatting Text, Formatting Paragraphs, Checking Spelling and Correcting Typing Mistakes, Making Notes Pages and Handouts, Drawing and Working with Objects, Adding Clip Art and other pictures, Designing Slide Shows, Running and Controlling a Slide Show, Printing Presentations.

## 7. Data Base Operations

– Data Manipulation-Concept: Database, Relational Database, Integrity. Operations: Creating, dropping, manipulating table structure. Manipulation of Data: Query, Data Entry Form, Reports.

## 8. Information Technology and Society

Indian IT Act, Intellectual Property Rights – issues. Application of information Technology, Railways, Airlines, Banking, Insurance, Inventory Control, Financial systems, Hotel, management, Education, Video games, Telephone exchanges, Mobile phones, Information kiosks, special effects in Movies.