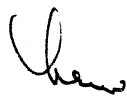# UNIVERSITY OF JAMMU

NOTIFICATION

In response to the University Advertisement issued Vide No. Adm/C&R/14/1111-1160 dated 06.06.2014, it is hereby notified for the information of all concerned that the Selection Criteria & Syllabus of Entrance/Screening Test for the posts of Computer Assistants, as approved by the University, is available on the University website www.jammuuniversity.in

The candidates who qualify the written/screening test shall be shortlisted for the interview in the ratio of 1:6 and thereafter the merit list shall be prepared as per the selection criteria & eligibility of the candidate.

No. Estab|C&R|15|360
Dated : 30.12.2015

REGISTRAR

University Of Jammu

Syllabus of Entrance/ Screening Test for the Post of Computer Assistant

Section – A

Logical Reasoning:

Analogy, Classification, Series, Inserting the Missing Character, Code-decoding, Mathematical Operations, Statements and Conslusion.   **10 Marks**

Section-B

Fundamentals of Computer:

What is a Computer, Characteristics of Computer, Generation of Computers, RAM, ROM, and Introduction to the binary system, Components of a Computer, Input Units, Output Units, Procssing units, Storage, Classification of Computers, Networking, LAN, WAN, CAN, MAN, PAN, Software and Installation, Operating Systems, Computer Languages.   **15 Marks**

Section-C

MS- Office(Version 2007):

Ms Word:

Basic Editing, Formatting, Copying and Moving Text and Object, Editing Features, Paragraphs Formatting, Tables , Lists, Page Formatting, : Inserting , Graphics, Pictures, and Table of contents, Advanced Tools
25 Marks

Ms Excell

Opening a blank or New Workbook , General Organization, Home , Insert, Page Layout, Formulas, Data, Review, View, Add-Ins, Entering, Editing, Copy, Cut, Paste, Paste Special, Formatting Data, Saving, Page Setup, and Printing, Using Headers and Footers, Manipulating Data using Data Names and Ranges, Filters and Sort, and Validation Lists, Using and Formatting Tables, Basic Formulas and Use of Functions.
25 Marks

Ms – Power Point

Creating a Basic Presentation , Building Blocks of a Presentation, Working with Text, Working with Themes and Styles, Working and Charts, Graphs, & Tables, Working with Media Clips and Animation Troubleshooting , Packaging and Publishing your Presentation.   **25 Marks**

Note- The duration of the test will be one and half hours only (1.30 hrs). The test shall comprise of one hundred (100) multiple choice questions in all, in order to qualify the test candidate has to secure minimum 50% of the total marks. There shall be negative (-ve) marking @ 0.25 marks for each wrong answer.

Asstt. Registrar (Estab/C+R)
30/17/15

University Of Jammu

SELECTION CRITERIA FOR THE POST OF COMPUTER ASSISTANT

i) **Weightage of Qualifying Exam:** 20 marks on pro-rata basis i.e 10 marks each to the graduation and one year Diploma course in Computer Application separately.

ii) **Screening Test:** 60 Marks (Pro-rata basis)

iii) **Performance in Interview** 20 Marks

Asstt. Registrar (Estab/GR)
30/2/15