

Syllabus for the post of Assistant-KVK

Examination Type and Time Allotted	Name of the Subject	Distribution of (Total points 100)
Objective type 1 hour forty minutes (100 minutes)	General Awareness with Special Reference of J&K UT	25
	General English & Comprehension	25
	General Intelligence & Reasoning	25
	Computer Applications	25

1. General Knowledge with special reference to J&K UT (i) Current Events of National and International importance (ii) Political & Physical divisions of world & India (iii) Indian Culture, Heritage and Freedom Struggle/Movement. (iv) Transport & Communication. (v) Demography-Census, its feature and functions. (vi) Important Rivers & Lakes in India. (vii) Weather, Climate, Crops, Means of Transport of India. (viii) Environment, Ecology & Bio-diversity. (ix) J&K UT a) History b) Economy c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.) d) Heritage & Culture e) Important Tourist Destinations (xxi) J&K Reorganisation Act, 2019

2. GENERAL ENGLISH & COMPREHENSION (i) Tenses (ii) Narration (iii) Modals (iv) Articles (v) Reading Comprehension (vi) Fill in the blanks with Phrases, Pronouns, homonyms/homophones etc (vii) Clauses (viii) Synonyms and antonyms (ix) Pairs of words and their use in meaningful sentences. (x) Rearranging of jumbled sentences. (xi) Idioms and phrases. (xii) Uses of Prepositions. (xiii) Active & Passive Voice (xiv) Error Spotting (xv) Sentence Correction (xvi) Spellings Correction

3. GENERAL INTELLIGENCE & REASONING (i) Number series, Letter series, Semantic Series, Speed, Distance and Time, Statements and conclusions, Logical Reasoning, Mental Reasoning, Word Building, Numerical Operations, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Problem Solving. (ii) Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters.

4. COMPUTER APPLICATIONS (i) Basic Applications of Computer and its component. (ii) Fundamentals of computer sciences. (iii) Hardware & Software, Concept of Open-Source Technologies. (iv) Input & output Devices. (v) Knowledge of MS Word, MS Excel, MS Access, MS PowerPoint, PDF, Internet and E-mail. (vi) Concept of Computer Virus and Latest Anti-Virus. (vii) Terms and Abbreviation used in IT. (viii) Role of Information Technology in Governance.

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Syllabus for the post of Program Assistant (Computer)

The details of the Written Test to be conducted will be as under.				
1) The question paper will contain 100 questions having total 100 Marks				
2) The question paper of 100 marks will consist of sets of questions of following subjects.				
I)	English	--	25 questions	25 Marks
II)	Aptitude Test	--	25 questions	25 Marks
III)	Computer Application, Computer Science and about knowledge of Computer	--	50 questions	50 Marks
3) The Medium of Examination will be English.				
4) Syllabus for written test for the post of Program Assistant (Computer)				
The standard for the written test will be equivalent with graduate level. 1. English : (25 Marks) The subject will include Spelling, English Grammar, English Transformation, Sentences and use of words, Vocabulary of graduate level. 2. Aptitude Test : (25 Marks) The questions of general intelligence and reasoning in order to judge ability and promptness of the candidate in giving correct answers. 3. Computer Subject (50 Marks) Questions will be asked on the Computer Application, Computer Science and about knowledge of Computer. <i>(see the syllabus attached for domain knowledge of Programme Assistant-Computer)</i>				

Revised Syllabus of Domain Knowledge-Programme Assistant (Computer)**Computer Science Fundamentals:**

Introduction to Computers, Basic Components & Storage systems, Computer Software & Languages, Introduction to MS DOS & Windows

Programming Languages and Technologies:

Programming in languages like C, C++, Java, Python

Data Analysis and Manipulation:

Data analysis and visualization using tools Excel and R

Web / Software Development and Tools:

Front-end development (HTML, CSS, JavaScript), Back-end development (SQL, MySQL), Web security best practices, web development environments, text editors, integrated development environments (IDEs) and debugging tools

Software Development Lifecycle:

SDLC phases (requirements gathering, design, development, testing, deployment, maintenance), Agile and Scrum methodologies

Computer and Cyber Security:

Basic principles of computer security, Cybersecurity best practices, Secure coding practices

Operating Systems and System Administration:

Familiarity with Windows and Linux operating systems (concepts, processes, memory management, and file systems), system administration tasks and concepts.

Networking:

Basic networking concepts, topologies and devices, IP addressing, OSI and TCP/IP models, TCP/IP, DNS, DHCP, HTTP, HTTPS, FTP, SMTP, POP3, IMAP, DNS, DHCP, ICMP protocols and IoT concepts.

Databases management systems:

Relational database concepts, SQL queries and database management, Database models and modelling, Entity-Relationship Diagrams (ERD), Normalization, Transactions & Concurrency Control and Big Data & Data Warehousing.

Data Structures and Algorithms:

Arrays, linked lists, stacks, queues, trees (binary trees, binary search trees, AVL trees) and algorithms (sorting and searching and their complexities)

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Syllabus for the post of Program Assistant (Lab. Technician)

The details of the Written Test to be conducted will be as under.				
1) The question paper will contain 100 questions having total 100 Marks				
2) The question paper of 100 marks will consist of sets of questions of following subjects.				
I)	English	--	25 questions	25 Marks
II)	Aptitude Test	--	25 questions	25 Marks
III)	Agriculture and Allied Sciences	--	50 questions	50 Marks
3) The Medium of Examination will be English.				
4) Syllabus for written test for the post of Program Assistant (Lab Technician)				
The standard for the written test will be equivalent with graduate level. The medium of examination will be English. 1. English : (25 Marks) The subject will include Spelling, English Grammar, English Transformation, Sentences and use of words, Vocabulary of graduate level. 2. Aptitude Test : (25 Marks) The questions of general intelligence and reasoning in order to judge ability and promptness of the candidate in giving correct answers 3. Agriculture and Allied Sciences: (50 Marks) Questions will be asked on the basis of syllabus of the Bachelor's degree in Agriculture and Allied Sciences. <i>(see the syllabus attached for domain knowledge of Programme Assistant-Lab.Technician)</i>				

Syllabus of domain Knowledge for the post of Programme Assistant (Lab Technician)-50 marks

- Safety measures while in Lab; Handling of chemical substances; Use of burettes, pipettes, measuring cylinders, flasks, separatory funnel, condensers, micropipettes; washing, drying and sterilization of glassware; Drying of solvents/chemicals.
- Weighing and preparation of solutions of different strengths and their dilution; Handling techniques of solutions; Preparation of different agro-chemical doses in field and pot applications; Preparation of solutions of acids; Neutralization of acid and bases; Preparation of buffers of different strengths and pH values.
- Use and handling of microscope, laminar flow, vacuum pumps, viscometer, thermometer, magnetic stirrer, micro-ovens, incubators, sandbath, waterbath, oilbath; Preparation of media and methods of sterilization;
- Seed viability testing, seed dressing, dusting, coating and pesticide application through water. Testing of pollen viability; Tissue culture of crop plants;
- Principles of visible, ultraviolet and infrared spectrophotometry, atomic absorption, flame-photometry, inductively coupled plasma spectrometry.
- Disposal of laboratory effluents, chemicals, biological samples, industrial wastes, radioactive wastes, microbial cultures etc.

- Soil/Plant: Sample collection, processing and handling. Types of soil sampling.
- Entomology: Entomological techniques (Insect collection, preservation and management), pest control equipment's and its application
- Vegetable Science: Estimation of antioxidant activity, food colourants, chlorophyll, phenols, total carotenoids, acidity and ascorbic acid.

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Syllabus for the post of Driver

Traffic Rules and Signalling:

Basic Road Rules, driving methods and speed limits (10 Marks)

Understanding Signals:

1. Traffic Police hand signals
2. Hand signals while driving
3. Traffic light signals
4. Road map reading (15 Marks)

Fitness to drive:

First aid kit, Good health & Road safety, Driving under influence of drugs/liquors. (15 Marks)

Difficult driving condition:

Driving on wet surface, Driving in fog, Night driving, Running on pavement, Brake failure, Towing. (15 Marks)

Basic knowledge about provisions of the Motor Vehicle Act 10:

Essential knowledge about vehicle pollution (Do's and Don't's) (10 Marks)

Awareness about documents required for driving and offence related:

Registration, Licensing, Insurance. Driver Motor parts and its repair Identification of major assemblies of vehicle (15 Marks)

Knowledge of daily and periodic inspection:

Knowledge of fault diagnosis in tyre and its changing procedure Knowledge of fuel pump, clutch and brake working and their air bleeding procedure Lubrication grades used in vehicle for engine, transmission, differential, suspension Knowledge about servicing schedule and service centres location Knowledge of different starting methods Knowledge of dash board's symbols. (20 Marks)

Syllabus for the post of Farm Manager

The details of the Written Test to be conducted will be as under.				
1) The question paper will contain 100 questions having total 100 Marks				
2) The question paper of 100 marks will consist of sets of questions of following subjects.				
I)	English	--	25 questions	25 Marks
II)	Aptitude Test	--	25 questions	25 Marks
III)	Agriculture and Allied Sciences	--	50 questions	50 Marks
3) The Medium of Examination will be English				
4) Syllabus for written test for the post of Farm Manager				
The standard for the written test will be equivalent with graduate level. The medium of examination will be English. 1. English : (25 Marks) The subject will include Spelling, English Grammar, English Transformation, Sentences and use of words, Vocabulary of graduate level. 2. Aptitude Test : (25 Marks) The questions of general intelligence and reasoning in order to judge ability and promptness of the candidate in giving correct answers 3. Agriculture and Allied Sciences: (50 Marks) Questions will be asked on the basis of syllabus of the Bachelor's degree in Agriculture and Allied Sciences. <i>(see the syllabus attached for domain knowledge of Farm Manager)</i>				

Syllabus Domain Knowledge-Farm Manager- 50 marks

Agronomy: Botanical classification, cropping system, essential nutrients, plant competition, deficiency and excess symptoms and control measures, water management, nutrient management, conservation tillage, irrigation scheduling, critical stages, irrigation methods, seed rate, seed testing methods, planting distance, diseases and insect management, harvesting, yield components.

Soil Science: Definitions, type of soil, classification, physical, chemical and biological properties, soil fertility management, acidic, alkaline, saline and sodic soils, soil reclamation practices. Role of biofertilizers in fertility management.

Genetics and plant breeding: Definitions, cell structure and its components, chromosome, law of heredity, mendelian genetics, qualitative and quantitative traits, pollination and fertilization, apomixis, parthenocarpy, polyembryony, breeding methods and achievements in agricultural crops.

Plant protection: Insect taxonomy, classification of insects, pest surveillance, diseases of cereals, legumes, oil seeds and horticultural crops, etiology of diseases, disease forecasting systems and integrated disease and pest management. Pesticides, Maximum Residue Levels.

Horticultural crops: Classification of horticultural crops, training and pruning, training systems, temperate, subtropical and tropical fruits, diseases of horticultural crops and their management, commercial vegetables, seed rate, planting and their management, flower and ornamental crops, value addition of flower crops, garden types, formal and informal gardens, use of plant growth regulators in horticulture production, postharvest physiology of horticultural crops.

Agriculture Mechanization: Machines used in farm operations, AI in Agriculture Mechanization, Water conservation, Precision Agriculture, Protected cultivation, Pesticide applications. Government scheme for Agriculture Mechanization.

Farm Economics, Marketing, inputs and Resource use efficiency: Farm Business Management,

economic principles applied to farm management, Farm Planning, records and accounts, input and output marketing, resource use efficiency in agriculture.

Post Harvest management: Maturity and Ripening-Maturity indices of fruit and vegetables, changes during ripening, Post harvest handling and packaging of horticulture crops, controlled atmospheric storage of temperate fruits. Quality evaluation of fruits and vegetables.

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Syllabus for the post of Stenographer III

The details of the OMR based Written Test to be conducted will be as under.				
1) The question paper will contain 100 questions having total 100 Marks				
2) The question paper of 100 marks will consist of sets of questions of following subjects.				
I)	General English	--	30 questions	30 Marks
II)	General Awareness with special Reference to UT of Jammu and Kashmir	--	30 questions	30 Marks
III)	Aptitude Test	--	25 questions	25 Marks
IV)	Computer Application	--	15 questions	15 Marks
Syllabus for OMR based written test for the post of Stenographer				
The standard for the written test will be equivalent 10+2 level. 1. General English : (30 Marks) The subject will include Spelling, English Grammar, English Transformation, Sentences and use of words, Vocabulary. 2. General Awareness with special Reference to UT of Jammu and Kashmir: (30 Marks) (i) Current Events of National and International importance (ii) Political & Physical divisions of India (iii) Indian Culture, Heritage and Freedom Struggle/Movement. (iv) Transport and communication v) Demography- Census, its feature and functions. (vi) Important Rivers & Lakes in India. (vii) Weather, Climate, Crops, Means of Transport of India. (viii) Ecology, Environment and Biodiversity ix) Sports x) Science & Technology xi) eGovernance ix) J&K UT a) History b) Economy c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.) d) Heritage & Culture e) Important Tourist Destinations ix) J&K Reorganization Act, 2019 3. Aptitude Test : (25 Marks) The questions of general intelligence and reasoning in order to judge ability and promptness of the candidate in giving correct answers. 4. Computer Subject (15 Marks) Questions will be asked on the Computer Application, Computer Science and about knowledge of Computer.				