

GOVERNMENT OF JAMMU AND KASHMIR
JAMMU AND KASHMIR SERVICES SELECTION BOARD

CPO Chowk, Panjtirthi, Jammu/Zum Zum Complex Rambagh, Srinagar

www.jkssb.nic.in

Subject: Advance notice for conduct of Written Examinations for various posts-2023.

It is hereby notified for the information of candidates that the Jammu and Kashmir Services Selection Board (JKSSB) is going to conduct written test for the posts of Data Entry Operator, Field Inspector and Field Assistant as per the details given in **Annexure "A"** to this notice. The exact dates along with the schedule for downloading of admit cards shall be notified separately in due course of time. This is an advance notice for the information of concerned candidates.

The syllabi for the examination of above mentioned posts are annexed herewith as **Annexure "B"** and **Annexure "C"**

Sd/-
Reyaz Ahmad Malik (JKAS)
Controller of Examinations
J&K Services Selection Board

No. JKSSB-COE0EXAM/10/2022-04-(7055504)

Dated: 08-09-2023

Copy to the:

1. Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat Jammu.
2. Director Information & Public Relations, J&K Government with the request to get the said notification published in at least three leading local newspapers of Jammu/Srinagar for three consecutive days.
3. Member(s) ALL, J&K Services Selection Board.
4. Secretary, J&K Services Selection Board.
5. Administrative Officer, Services Selection Board, Jammu/Srinagar.
6. P.A. to Chairman, J&K Services Selection Board
7. In-charge Website, Services Selection Board, Jammu.
8. Office record.

Annexure "A"							
S. No.	Department	Post	Notification	Item no.	Cadre of Post	Tentative date of Exam	Syllabus
1.	Election	Data Entry Operator	04 of 2020	98	UT	08-10-2023	"B"
2.	Forest , Ecology and Environment Department	Field Inspector	03 of 2021	560	UT	22-10-2023	"C"
3.	Forest , Ecology and Environment Department	Field Assistant	03 of 2021	571	Div. Jammu	29-10-2023	
				572	Div. Kashmir		

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ANNEXURE - "B"

Syllabus for written

Marks: 100

Time: 02.00 Hrs.

S. No.	Subjects/ Topic	Marks assigned
1	GENERAL AWARENESS with special reference of J&K UT	30
2	GENERAL ENGLISH & COMPREHENSION	20
3	GENERAL INTELLIGENCE & REASONING	20
4	QUANTITATIVE APTITUDE	20
5	BASIC KNOWLEDGE OF COMPUTERS	10
	TOTAL	100

1. GENERAL AWARENESS with special reference of J&K UT

- (i) Current Events of National and International importance
- (ii) Political & Physical divisions of World & India
- (iii) Climate & Crops in India
- (iv) Transport & Communication.
- (v) Demography- Census, its feature and Vital Statistics.
- (vi) Important Rivers & Lakes in India.
- (vii) Indian Economy.
- (viii) Indian Culture & Heritage.
- (ix) Indian History with special reference to Freedom Movement.
- (x) Indian Constitution- Basic features- Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy
- (xi) Science & Technology.
- (xii) Environment, Ecology & Bio-diversity.
- (xiii) Taxation in India- Direct & Indirect Tax - CBDT, GST etc.
- (xiv) J&K UT
 - a) History
 - b) Economy
 - c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna.)
 - d) Heritage & Culture
 - e) Important Tourist Destinations
- (xv) 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 & unfolding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters.

4. QUANTITATIVE APPTITUDE

The scope of the test will be computation of

- (i) Whole numbers, decimals, fractions and relationships between numbers, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Basic algebraic.
- (ii) Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles.

5. KNOWLEDGE OF COMPUTERS

- (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) Role of Information Technology in Governance.

Annexure "C"

Syllabus for Field Inspector/Field Assistant

	Name of the Subject	Topic Name
a)	Environmental Knowledge General	<ul style="list-style-type: none"> • National / International events related to the environment and common understanding of environmental processes, NGT Act, Pollution Indices. • Abiotic and biotic environment, Non-renewable resources, Health hazards due to Environmental Pollution.
b)	Water / Waste Water / Industrial Waste Water Engineering	<ul style="list-style-type: none"> • Estimating sewage discharge, quantity of sewage per capita and its relationship per capita water supplied, design periods. • Unit processes / Operations related to water and waste water treatment, namely Equalization Coagulation; Flocculation; Settling; filtration; Disinfection; Aeration; Adsorption etc. • Physical, chemical and biological characteristics of water and sewage; Activated sludge process and its modifications; treatment ponds and aerated lagoons; Trickling filters; Rotating biological contactors; Sequencing Batch reactor and Membrane Batch Reactor. • Anaerobic digestion; Anaerobic filter and UASB, Nitrification & De-nitrification. • Types of pumps required for pumping sewage such as, centrifugal pumps, reciprocating pumps, diaphragm pumps and pneumatic ejectors; Pumping stations – their locations and component parts. • Characteristics and treatment of waste from Textile, Tannery, Dairy, Distillery, Cement Industry.
c)	Water / Waste Water / Industrial Waste Water Analysis	<ul style="list-style-type: none"> • Physical, chemical, and biological characteristics of water, and sewage, performance evaluation of the wastewater treatment system.
d)	Environmental Assessment Impact	<ul style="list-style-type: none"> • Basic concept of Environmental Impact Assessment, Environmental Impact statement, and Environment Management Plan. • Prediction and assessment of impacts on air, water, biota, noise, cultural, and socio-economic environment. • Rapid and comprehensive Environmental Impact Assessment. • Use of GIS in making EIA reports for industries and remote sensing and other software use in EIA studies.
e)	Environmental Legislations in India	<ul style="list-style-type: none"> • Environment (Protection) Act 1986, its amendments, and various rules /notifications made therein. • Environmental Impact Assessment notification, 2006-salient features. • Water (Prevention & Control of Pollution) Act, 1974. Air (Prevention & Control of Pollution) Act 1981.
f)	Environmental Audit and Safety Audit in Industrial units	<ul style="list-style-type: none"> • Environmental Audit and Safety Audit in Industrial units. • On site and off site emergency plan, Disastrous management plan.
