

J&K Institute of Management, Public Administration & Rural Dev.
Regional Centre: Near ASCOMS, Sidhra Jammu-180017.

Ref: 1. Advertisement Notice No. 01 of 2016 dated 19-12-2016

Call for Written Test/Practical Test/Interview

It is notified for information of all the aspirants who have applied for the posts of Jr. Scale Stenographers/ Driver/ Class IV vide above advertisement Notice that their objective type written tests/ Technical Test/ interviews shall be held as per the following schedule:

S. No.	Name of the Post	Written Test Date & Time	Technical Test	Interviews
1.	Jr. Scale Stenographers	30-4-2017 (Sunday) (11.00 a.m.)	10-5-2017 (Budh Purinuma) (11.00 a.m.)	14-5-2017 (Sunday) (11.00 a.m.)
2.	Driver	-Nil-	06-5-2017 (Saturday) (11.00 a.m.)	13-5-2017 (Saturday) (11.00 a.m.)
	Class IV	07-5-2017 (Sunday) (11.00 a.m.)	-Nil-	15-5-2017 (Monday) (11.00 a.m.)

The list of eligible candidates shall be displayed on the Institute's website: www.jkimpa.nic.in, very shortly.

The syllabus for the written test being conducted for the posts of Jr. Scale Stenographers and Class IV shall be of Graduation and Matric standard respectively. The syllabus shall be available on the Institute's Website shortly.

The candidates who fail to appear in the said written tests/technical Test/Interviews on the schedule date and time shall forfeit their candidature and no request thereof shall be entertained.


Deputy Director,
J&K IMPA&RD,
19/04/17

No. IMPA/Admn./ 3891-90
Dated: 19/04/2017

Copy to:-

- Joint Director, Directorate of Information & Public Relations, Srinagar with the request that the aforementioned advertisement may kindly be published in three local Dailies, viz Greater Kashmir, Aftab and Rising Kashmir preferably on 20th of April, 2017.
- Members of the Selection Committee, IMPARD
- Joint Director for kind information of Joint Director, J&K IMPA&RD.
- FA/CAO, J&K IMPA&RD for information.
- Deputy Director, IMPARD, Jammu.
- Administrative Officers, IMPARD, Jammu/Srinagar.
- P.S to DG fkie Director General, J&K IMPA&RD.
- IMPA Website.

Sub: Syllabus for written (Objective Type) for the posts of Junior Scale Stenographers
advertised vide No. _____ dated: _____.

Time: 3 hours

Marks: 100

Unit-I GENERAL ENGLISH

20 Marks

- (i) Tenses
- (ii) Rearranging of jumbled sentences
- (iii) Narration
- (iv) Models
- (v) Articles
- (vi) Comprehension with blanks to be filled in with phrases, Pronouns, Homonyms/homophones.
- (vii) Causes
- (viii) Synonyms and antonyms
- (ix) Pairs of words and their use in meaningful sentences
- (x) Idioms and phrases
- (xi) Uses of Prepositions

Unit-II GENERAL KNOWLEDGE AND CURRENT AFFAIRS

30 MARKS

- (i) Important dates in Indian History/Freedom struggle, different dates and events.
- (ii) First in world (Adventure, Sports, Discoveries),
First in India (Adventure, Sports, Discoveries).
- (iii) Popular names of Personalities (Religion, Politics, Scientific discoveries,
Geographical, Sports, History)
- (iv) Capitals & Currencies.
- (v) United Nations Organisations-Veto Powers
- (vi) SARRC, ASEAN.
- (vii) Everyday Science
- (viii) The world of Sports
- (ix) Democratic institutions
- (x) Forms of Government
- (xi) Important rivers and Lakes in India
- (xii) Current Events of National and International Level
- (xiii) Indian Foreign Trade
- (xiv) Books and Authors

UNIT-III GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO J&K 20 marks

- (i) Abbreviations, important dates, popular names of personalities and their achievements/Contribution (National and International).
- (ii) Weather, climate, crops, Means of Transport.
- (iii) Important power projects and their impact on State Economy
- (iv) Rivers and Lakes
- (v) Important Tourism Destinations
- (vi) History of J&K State.
- (vii) Historical places of the State and their importance
- (viii) RTI Act
- (ix) Indus Water Treaty and its impact on State economy.

UNIT-VI GENERAL SCIENCE 10 Marks

- (i) Various sources of energy, conventional sources of energy; improvement in technology for using conventional source of energy (Biomass and wind energy)
- (ii) Structure of Atom
- (iii) Solids, Liquids and Gases (Basics)
- (iv) Life processes: Nutrition and its types, Respiration, Transportation of water, food and minerals in plants.
- (v) Vitamins-Diseases related to vitamin deficiency.
- (vi) Environmental pollution.

UNIT-V MENTAL ABILITY TEST 10 MARKS

- (i) Number series
- (ii) Letters series
- (iii) Coding decoding
- (iv) Direction sense
- (v) Blood relations
- (vi) Logical Reasoning
- (vii) Mental Reasoning
- (viii) Statements and Conclusions

UNIT-VII COMPUTER APPLICATIONS 10 MARKS

- (i) Fundamentals of computer sciences
- (ii) Hardware and Software
- (iii) Input and output devices
- (iv) Operating System
- (v) M.S Word, M.S. Excel, M.S. Access and Powerpoint Presentation
- (vi) E.mail & Internet.