



## Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

**Sub: Selection criteria and Syllabus for OMR based written test for various non-teaching posts-reg.**

As approved, the Selection Criteria and Syllabus for conducting OMR based written test for various Non-Teaching positions advertised vide University Notification No's. 09 (Secy.) of 2023 dated 19.07.2023 and 10 (Secy.) of 2023 dated 19.07.2023, is hereby placed on the public domain for the information of all the concerned. The other details pertaining to the conduct of Examination shall be notified separately. The candidates, in their own interest, are advised to keep visiting University Websites for updates in this regard.

S. No	Post	Advertisement Notification No	Selection Criteria	Syllabus
1.	Accounts Assistant/Cashier	09 (Secy.) of 2023 dated 19.07.2023	i. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-I</b>
2.	Stenographer		i. Shorthand test: qualifying only ii. Type test: qualifying only iii. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-II</b>
3.	Female Nurse		i. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-III</b>
4.	Draftsman		i. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-IV</b>
5.	Data Entry Operator		ii. Skill test: qualifying only i. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-V</b>
6.	Assistant-cum-Typist /Dispatch /Receipt/ Stationery Store Clerk etc.		i. Type test: qualifying only ii. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-VI</b>
7.	Audio Visual Operator		i. Skill test: qualifying only ii. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-VII</b>
8.	Sound Man		i. Skill test: qualifying only ii. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-VIII</b>
9.	Electrician		i Skill test: qualifying only ii. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-IX</b>
10.	Classifier-cum-Cataloguer		i. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-X</b>
11.	Works Supervisor (civil)		i. Skill test: qualifying only ii. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-XI</b>
12.	Carpenter		i. Skill test: qualifying only ii. Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-XII</b>
13.	Driver		i. Driving Test: qualifying only ii Written test: 100 marks <b>Total : 100 marks</b>	<b>Annexure-XIII</b>



**Sher-e-Kashmir University of Agricultural  
Sciences and Technology of Jammu**

		10(Secy.) of 2023 dated 19.07.2023	Annexure-XIV		
S.No	Criteria		Marks		
14.	Cleaner		1.	Written test	85*
15.	Cook/Hostel Attendant		<i>*the marks in written test shall be awarded out of 100 on pro-rata basis.</i>		
			2.	Candidates whose family members neither is nor has been in Govt. service, including in PSU's /Boards/Autonomous Bodies etc. substantially owned and controlled by the Govt.	05
			3.	Widows, divorced women, judicially separated woman and orphans girls (certificate to be issued by the Tehsildar)	05
			4.	Casual/seasonal laborers/daily wager and other contractual worker engaged through outsourcing for five years or more (for this purpose, proof in terms of wages for a minimum of five years will be required, and the certificate to this effect shall be countersigned by the district or Divisional Head of office where the candidate has worked)	05

However, the syllabus for the post of Technician (Farms/Lab)(T1) and Technician (Farms/Lab/Clinics) (T1) shall be uploaded in due course.

By Order

No. AUJ/Secy./23-24/1477-91

Date 30-08-2023

Cc:-

- All Officers of SKUAST-Jammu
- I/c University Examination Cell for information and further n/a please. This is in continuation to this office earlier communication no. AUJ/Secy./23-24/F-115/836 dated 18.07.2023.
- Dr. Manish Sharma, Professor (Stat.) and I/c Data Center & NKN Lab for kind information and uploading of the same on the University website.
- SVC for kind information of the Hon'ble Vice-Chancellor, SKUAST-Jammu.
- Notice Board

30/8/23  
Registrar

**Syllabus for written Test for the post of Accounts Assistant/Cashier****Marks:100****Time:02.00Hrs.**

S.No.	Subject	Marks assigned
1	General Knowledge with special reference to J&K UT	25 Marks
2	Accountancy and Book Keeping	25 Marks
3	General English	9 Marks
4	Statistics	9 Marks
5.	Mathematics	8 Marks
6.	Economics	8 Marks
7.	General Science	8 Marks
8.	Knowledge of Computers	8 Marks

**General Knowledge with special reference to J&K UT****25 Marks**

- (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
  - f) J&K Reorganisation Act, 2019.

**Accountancy and Book Keeping****25 Marks**

- (i) Introduction to Financial Accounting and its terms.
- (ii) Accounting equation and Journal.
- (iii) Voucher Approach in Accounting.
- (iv) Bank Reconciliation Statement.
- (v) Financial Management/Statements.

**Syllabus for written Test for the post of Accounts Assistant/Cashier**

- (vi) Partnership Accounts.
- (vii) Ledger Accounts.
- (viii) Financial Audit.
- (ix) Elements of Double entry Book Keeping.
- (x) Trial Balance
- (xi) Trading Account
- (xii) Profit Loss Account and Balance Sheet.
- (xiii) Concept of Social Accounting, Social Audit and cash based system of accounting.
- (xiv) Public Financial Management System (PFMS)
- (xv) Indian Financial Management System
- (xvi) Taxation, Tax Laws- Direct, Indirect
- (xvii) Cost Management-Budgetary control
- (xviii) Cost Accounting
- (xix) Developments in Accounting

**GENERAL ENGLISH**

**9 Marks**

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

**Statistics**

**9 Marks**

- (i) Primary and secondary data.
- (ii) Methods of collecting Primary and Secondary Data
- (iii) Preparation of questionnaires
- (iv) Tabulation and compilation of Data
- (v) Measures of central Tendency
- (vi) Theory of Probability
- (vii) Theory of Attributes- Basic concepts and their applications.
- (viii) Theory of Index Numbers: Tests of Index numbers- Wholesale and consumer price Index numbers.

**Syllabus for written Test for the post of Accounts Assistant/Cashier**

- (ix) Demography-Census, its features and functions.
- (x) Vital Statistics- Measures of fertility, Crude fertility rates, specific fertility rates, gross and net reproduction rates., Measures of Mortality

**Mathematics**

**8 Marks**

- (i) Simple / Compound interest.
- (ii) Linear equations with two variables.
- (iii) Permutations/ Combinations & Binomial Theorem.
- (iv) Limits & Derivatives.
- (v) Set Theory- Basic Concepts and Applications.
- (vi) Relations and Functions
- (vii) Matrices & Determinants
- (viii) Probability
- (ix) Coordinate & Three dimensional Geometry
- (x) Vectors. General

**Economics**

**8 Marks**

- (i) Introduction of Economics- Basic concept and Principles.
- (ii) Fiscal & Monetary Policy- Meaning, Scope and Methodology.
- (iii) Theory of consumers demand using indifference curve technique.
- (iv) Demand Analysis
- (v) Factor Pricing –Marginal productivity Theory & Ricardian Theory of Rent
- (vi) Pricing under various forms of Market.
- (vii) Factors of production & Laws of Production.
- (viii) Concept of Economic Growth and its measurement
- (ix) Characteristics and problems of developing economy
- (x) Planning vs Market Economy.
- (xi) Economic Reforms in India
- (xii) Concept & Measurement of National Income.
- (xiii) Role of RBI

**General Science**

**8 Marks**

Newtons Laws of Motion, Mass, Weight, Acceleration, Velocity, Speed etc  
Electric Current, Power, Energy, Voltage.

Chemical Equation, types.

Metals, Non-metals- Physical & Chemical properties.

Various sources of energy; Conventional sources of energy; Biomass and wind energy. Non-conventional sources of energy (Solar energy, Tidal energy).

Nutrition and its types, Respiration, Transportation of water, food and minerals in plants.

Communicable & Non-Communicable Diseases.

Vitamins- Diseases related to vitamin deficiency.

Ecosystem – Its components, Food chains and Food webs.

**Syllabus for written Test for the post of Accounts Assistant/Cashier**

Environmental pollution. Ozone layer, its depletion, Green House Effect.

**Knowledge of Computers**

**8 Marks**

Basic Applications of Computer and its component.

Fundamentals of computer sciences.

Concept of Open Source Technologies.

Input & output Devices.

Operating system

Knowledge of MS Word, MS Excel, MS Access, MS Powerpoint, PDF Internet and E-mail.

Concept of Computer Virus and Anti-Virus.

Hardware & Software, Elements of Computers Processing System Hardware , CPU, Peripherals, Storage Media, Software Definition, Role and Categories Firmware and Human-ware.

Role of Information Technology in Governance.

**Syllabus for written Test for the post of Stenographer****Marks: 100****Time:02.00Hrs.**

<b>S.No</b>	<b>Subject</b>	<b>Marks assigned</b>
1	GENERAL AWARENESS with Special reference to J&K UT	35
2	GENERAL ENGLISH & COMPREHENSION	35
3	GENERAL INTELLIGENCE & REASONING	15
4	COMPUTER APPLICATIONS	15

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

- (i) Current Events of National and International importance
- (ii) Political & Physical divisions of India
- (iii) Indian Culture, Heritage and Freedom Struggle/Movement.
- (iv) Demography- Census, its feature and functions.
- (v) Important Rivers & Lakes in India.
- (vi) Weather, Climate, Crops, Means of Transport of India.
- (vii) J&K UT
  - a) History
  - b) Economy
  - c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
  - d) Heritage & Culture
  - e) Important Tourist Destinations

**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

**Syllabus for written Test for the post of Stenographer**

- (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 Annexure



**Syllabus for written Test for the post of Female Nurse****Marks: 100****Time: 02.00Hrs.**

Subjects/ Topic	Marks Assigned
Anatomy and Physiology	08
Community Health Nursing – 1	08
Fundamentals of Nursing	22
Nutrition	04
Medical Surgical Nursing – 1	08
Paediatric Nursing	08
Mental Health and Psychiatric Nursing	08
Medical Surgical Nursing – 2	08
Community Health Nursing – 2	08
Midwifery	18

**1. Anatomy and Physiology:**

- UNIT-1 Introduction to anatomical terms
- UNIT-II Organization of body cells tissues .organs. systems membranes and glands
- UNIT-III Skeletal system
- UNIT –IV Muscular system
- UNIT-V Cardio-vascular system
- UNIT-VI Respiratory system
- UNIT-VII Digestive system
- UNIT-VIII Excretory system
- UNIT-IX Nervous system
- UNIT-X Endocrine system
- UNIT-XI Sense organs
- UNIT –XII Reproductive system

**2. Community Health Nursing – I**

- Unit- 1 Introduction to Community Health and Community Health Nursing
- Unit-II community health nursing process
- Unit- III Health Assessment
- Unit- IV Principles of Epidemiology and Epidemiological methods
- Unit- V Family Health Nursing care
- Unit-VI Family health care settings
- Unit- VII Referral systems
- Unit – VIII Records and Reports
- Unit-IX Minor Ailments

**3. Fundamentals of Nursing**

- Unit-I Introduction to Nursing
- Unit – II Nursing care of the patient / Client
- Bed and Bed Making
- Maintenance of therapeutic environment Temperature, Light, noise and humidity. Psycho-Social Environment

**Syllabus for written Test for the post of Female Nurse**

- Nursing Process and Nursing Care Plan
- Discharging a patient
- Unit – III Basic Nursing Care and Needs of the patient
- Nutritional needs.
- Elimination needs
- Safety needs
- Activity and Exercises
- Physical Comforts
- Moving, shifting and Lifting of patient
- Unit – IV Assessment of patient / Client
- Physical Assessment
- Physiological Assessment
- Unit – V Therapeutic Nursing Care and Procedures Asepsis
- Care and Sterilization of:
  - Care of Respiratory System
  - Care of Gastro Intestinal Tract
  - Care of Genito Urinary System
  - Care of Skin and Mucous Membranes
- Unit – IV Basic Needs and Care in Special conditions
- Dying patient
- Unit – VII Introduction to Pharmacology

**4. Nutrition:**

- Unit – I Introduction
- Unit – II Classification of food

**5. Medical Surgical Nursing – I**

- Unit – I Introduction
- Unit – II Nursing Assessment
- Unit – III Patho Physiological Mechanism of Disease
- Unit – IV Altered Immune Response
- Unit – V Clinical Pharmacology
- Unit – VI Nurse's role in Management of Fluids, Electrolyte and Acid-Based Balance
- Unit – VII Management of patients in pain
- Unit – VIII Operation Theater Technique Physical Environment
- Theatre Technique
- Preparation of Theatre Equipment & Supplies
- Unit – IX Management of patients undergoing surgery
- Intraoperative Management
- Post-operative management – Immediate and Routine
- Unit – X Nursing management of patients with impaired respiratory function and gaseous exchange
- Unit – XI Nursing Management of Patients with Digestive and Gastro-Intestinal Disorders
- Unit – XII Nursing Management of Patients with Metabolic and Endocrine Disorders
- Unit – XIII Nursing Management of patients with renal and urinary disorders
- Unit – XIV Nursing Management of patients with Neurological disorders
- Unit – XV Nursing Management of patients with disorders of connective tissue collagen disorders.
- Unit – XVI Nursing Management of the Elderly
- Unit – XVII Emergency Management

**Syllabus for written Test for the post of Female Nurse**

**6. Paediatric Nursing**

- Unit – I Introduction
- Unit – II The Newborn
- Unit – III The Healthy Child
- The Infant
- Health Promotion during infancy
- The Toddler
- The Pre-Schooler
- The School ager
- The Adolescent
- Unit – IV The Sick Child
- Nursing interventions adaptations in nursing care of the sick child
- Unit – V Behavioral Disorders and Common Health Problems during Childhood, their prevention, Medical and Nursing Management.
- Infancy
- Early Childhood
- Middle Childhood
- Later Childhood
- Unit – VI Children with congenital Defects / Mal formations
- Unit – VII Children with various disorders and diseases
- Unit – VIII Welfare of Children

**7. Mental Health and Psychiatric Nursing:**

- Unit – I Introduction
- Unit – II History of Psychiatry
- Unit – III Mental Health Assessment
- Unit – IV Community Mental Health
- Unit – V Psychiatric Nursing Management
- Unit – VI Mental disorders and Nursing Interventions.
- Functional Mental Disorders
- Definition, aetiology, signs, symptoms, medical and nursing management of:
- Unit – VII Bio-Psychosocial Therapies
- Psychopharmacology
- Somatic therapy
- Unit – VIII Forensic Psychiatry / Legal Aspects.
- Unit – IX Psychiatric Emergencies and Crisis Intervention

**8. Medical Surgical Nursing – 2**

- Unit -1 oncology nursing
- Nursing management of patients receiving:
- Unit-2 Nursing Management of patients with diseases of male genitor- urinary tract.
- Unit-3 Nursing management of patients with disorders of the breast.
- Unit -4 Nursing management of patients with diseases and disorders of the integumentary system.
- Unit -5 Nursing management of patients with ophthalmic disorders and diseases
- Hospital cornea retrieval:
- Unit -6 Nursing management of patients with disorders and diseases of ear, nose, and throat.
- Unit -7 Nursing management of patients with cardiovascular, circulatory and haematological disorders.

**Syllabus for written Test for the post of Female Nurse**

- Unit -8 Nursing management of patients with communicable diseases
- Diseases caused by:
- Unit – 9 Nursing Management of patients with sexually transmitted diseases
- Unit – 10 Nursing Management of patients with Musculo-skeletal Disorders and diseases.
- Unit – 11 Emergency and disaster Nursing.

**9. Community Health Nursing – 2**

- Unit – I Health system in India (Organizational set-up)
- Unit – II Health care services in India
- Unit – III Health Planning in India
- Unit – IV Specialized community Health Services and nurse's role
- Unit – V Nurse's Role in National Health Programmes
- Unit – VI Demography and family welfare demography
- Family Welfare
- Unit – VII Health Team
- Role of nursing personnel at various levels
- Unit – VIII Vital Health Statistics

**10. Midwifery**

- Unit – I Introduction
- Unit – II Reproductive system
- Unit – III Embryology and foetal development
- Unit – IV Nursing Management of Pregnant Women
  - Investigations.
- Unit – V Nursing Management of women in Labour
  - A. First Stage of Labour
  - B. Second Stage of Labour
  - C. Third Stage of Labour
  - D. Conduct of Home Delivery
- Unit – VI Nursing Management of Baby at birth
- Unit – VII Nursing management of Mother during puerperium
- Unit – VIII Complications of pregnancy and its management
- Unit – IX High-Risk pregnancy and its management
  - 1. Osteomalacia, Sexually Transmitted Diseases, AIDS.
- Unit – X High-Risk Labour and its management
- Unit – XI Complications of Puerperium and its management
- Unit – XII Obstetric operations
- Unit – XIII Drugs used in obstetrics
- Unit – XIV Ethical and legal aspects related to Midwifery and Gynecological Nursing.
- Clinical Experience



**Syllabus for written Test for the post of Draftsman****Marks: 100****Time: 02.00Hrs.**

<b>Subjects</b>	<b>Max Marks</b>
Theory of Machines and Machine Design	15
Production Engineering	15
Engineering Mechanics and Strength of Materials	13
Thermal Engineering	15
Fluid Mechanics	13
Automobile Engineering	14
Industrial Management	15

**Theory of Machines and Machine Design****15 marks**

- Four bar linkage and link motion,
- Flywheels and fluctuation of energy,
- Draftsmanwer transmission by belts-V-belts and Flat belts. Gears-Type of gears, gear profile and gear ratio calculation.
- Cams.
- Governors-Principles and classification. Design of keys,
- Shafts,
- Riveted joints,
- Couplings

**Production Engineering****15 marks**

- Structure of metals,
- Space lattice,
- Unit cell,
- BCC, FCC etc,
- Iron carbon diagram,
- Classification of Steels: mild steel & alloy steel. Heat treatment of steel.
- Welding - Arc
- Welding, Gas Welding,
- Resistance Welding,
- Special Welding Techniques i.e. TIG, MIG.
- Brazing & Soldering,
- Welding Defects & Testing.
- Foundry & Casting methods, defects, different casting processes.
- Forging, Extrusion etc. Metal cutting principles, cutting tools.
- Basic Principles of machining with Lathe, Milling, Drilling,

**Syllabus for written Test for the post of Draftsman**

- Shaping, Grinding.
- Machine tools & manufacturing processes

**Engineering Mechanics and Strength of Materials**

**13 Marks**

- Laws of forces,
- Equilibrium of Forces,
- Moment of Inertia,
- Laws of motion.
- Friction. Concept of simple machines,
- M A, V R, %age.
- Concepts of stress and strain,
- Elastic limit and elastic constants.
- Bending moments and shear force diagram.
- Stress in comDraftsmansite bars.
- Torsion in circular shafts.
- Columns: Euler's and Rankine's theories.
- Thin-walled pressure vessels

**Thermal Engineering**

**15 Marks**

- Thermodynamics: Heat, work and temperature, First and second laws of thermodynamics.
- Carnot, Rankine, Otto and Diesel Cycles.
- P-v & P-T diagrams H<sub>2</sub>O.
- Saturated, wet & superheated steam.
- Definition of dryness fraction of steam, degree of
- superheat of steam.
- Rankine cycle of steam: Simple Rankine cycle, plot on P-V, T-S, h-s planes,
- Rankine cycle efficiency with & without pump work. Concept of COP, Carnot Cycle,
- VaDraftsmanur compression cycle.
- Refrigerants. Psychometry, DBT, WBT, DPT.

**Fluid Mechanics**

**13 marks**

- Properties & Classification of Fluids,
- Newton's law of viscosity, Fluid Statics,
- Measurement of Fluid Pressure by Manometers, U-tube,
- Inclined tube.
- Fluid Kinematics: Streamline,
- Laminar & turbulent flow, external & internal flow, continuity equation.
- Dynamics of ideal fluids: Bernoulli's equation, Total head; Velocity head; Pressure head.
- Measurement of Flow rate,
- Basic Principles & working of Venturimeter,
- Pitot tube,
- Orifice meter.
- Hydraulic Turbines & Centrifugal Pumps

**Syllabus for written Test for the post of Draftsman**

**Automobile Engineering**

**14 marks**

- Tools used in Linear Measurements,
- Angular Measurement,
- Surface finish.
- Limits, fits & Tolerance,
- Error, Classification of Automobiles.
- Transmission, Steering, Braking,
- Suspension system.
- IC Engine Performance,
- IC Engine Combustion process,
- Cooling and Lubrication system in I.C Engine

**Industrial Management**

**15 marks**

- Planning, Organizing,
- Leading, Controlling.
- Inventory Control,
- Inspection & Quality Control.
- Basic concepts of CAD/CAM. NC, DNC, CNC machines.

**Syllabus for written Test for the post of Data Entry Operator****Marks:100****Time:02.00Hrs.**

<b>S.No.</b>	<b>Subjects/Topic</b>	<b>Marks assigned</b>
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
<b>TOTAL</b>		<b>100</b>

**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&KUT
  - a) History
  - b) Economy
  - c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna)
  - d) Heritage & Culture
  - e) Important Tourist Destinations
- (xv) J&K Reorganization Act, 2019.



**Syllabus for written Test for the post of Data Entry Operator**

**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) Numberseries, Letterseries, SemanticSeries, Speed, Distance and Time, Statements and conclusions, Logical Reasoning, Mental Reasoning, Word Building, Numerical Operations, Semantic Analogy, Symbolic/NumberAnalogy, FiguralAnalogy, SemanticClassification, Symbolic/NumberClassification, FiguralClassification, ProblemSolving.
- (ii) SymbolicOperations, Trends, SpaceOrientation, SpaceVisualization, VennDiagrams, Drawing inferences, Punched hole/ pattern-folding & un-folding, FiguralPattern-folding and completion, Indexing, Addressmatching, Date&citymatching, Classificationofcentre 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

**Syllabus for written Test for the post of Data Entry Operator**

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.

**Syllabus for written Test for the post of Assistant-cum-Typist / Dispatch/Receipt/Stationery Store Clerk etc.**

- (vii) J&K UT
  - a) History
  - b) Economy
  - c) Geography-(Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
  - d) Heritage & Culture
  - e) Important Tourist Destinations

**Unit-III Numerical and Reasoning Ability**

**25 Marks**

**Basic Arithmetic:**

- (i) Number System
- (ii) Percentage
- (iii) Average
- (iv) Profit & Loss
- (v) Ratio & Proportion
- (vi) Time & Work

**Reasoning:**

- (i) Number series
- (ii) Letter series
- (iii) Coding decoding
- (iv) Direction sense
- (v) Blood relations
- (vi) Mathematical reasoning
- (vii) Speed, Distance and Time
- (viii) Statements and conclusions.

**Unit IV Basic Concepts of Computers**

**25 Marks**

- (i) Fundamentals of computer sciences
- (ii) Hardware & Software
- (iii) Input and output devices
- (iv) Operating system
- (v) M. S Word, M.S Excel, M.S Access and Power Point Presentation
- (vi) Email & Internet

**Syllabus for written Test for the post of Assistant-cum-Typist  
/Dispatch/Receipt/Stationery Store Clerk etc.**

Marks:100

Time:02.00Hrs.

S.No.	Subjects/Topic	Marks assigned
1.	GENERAL ENGLISH	25
2.	GENERAL AWARENESS WITH SPECIAL REFERENCE of J&KUT	25
3.	NUMMERICAL AND REASONING ABILITY	25
4.	BASIC CONCEPTS OF COMPUTERS	25
<b>TOTAL</b>		<b>100</b>

**Unit I General English****25 Marks**

- (i) Comprehension
- (ii) Editing/Proof Reading.
- (iii) Rearranging of jumbled sentences
- (iv) Narration
- (v) Modals
- (vi) Articles
- (vii) Paragraph writing with blanks to be filled in with the following
  - i. Phrases
  - ii. Pronouns
  - iii. Homonyms/Homophones etc.
- (viii) Clauses
- (ix) Punctuation
- (x) Synonyms and antonyms
- (xi) Idioms and phrases.
- (xii) Uses of Prepositions
- (xiii) Active & Passive Voice

**Unit-II General Awareness with special reference to JK UT****25 Marks**

- (i) Current Events of National and International importance
- (ii) Political & Physical divisions of India
- (iii) Indian Culture, Heritage and Freedom Struggle/Movement.
- (iv) Demography-Census, its feature and functions.
- (v) Important Rivers & Lakes in India.
- (vi) Weather, Climate, Crops, Means of Transport of India.

**Syllabus for written Test for the post of Audio-Visual-Operator****Marks: 100****Time:02.00Hrs.**

<b>S.No.</b>	<b>Subjects/Topic</b>	<b>Marks assigned</b>
1.	General Intelligence & Reasoning	20
2.	Numerical Aptitude	20
3.	Knowledge of English Language & General Awareness	20
4.	Specialized Topics	40
<b>TOTAL</b>		<b>100</b>

**(1) General Intelligence & Reasoning:**

It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal analysis figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions, etc.

**(2) Numerical Aptitude:**

Questions will cover number system including questions on simplification, decimals, fractions, LCM, HCF, Ratio and Proportion, Percentage, Average, Profit and Loss, Discount, Simple and Compound Interest, Measurement, Time and Work, Ratio and Time, Time and Distance, Tables and Graphs, etc.

**(3) Knowledge of English Language & General Awareness:****Knowledge of Language**

Testing of candidates on understanding of the English Language and its correct usage, vocabulary, grammar, sentence structure, synonyms, antonyms, and its correct usage. Questions on Paragraph Writing/Report Writing/Letter Writing etc. may be included.

**General Awareness:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of

**Syllabus for written Test for the post of Audio-Visual-Operator**

such matters of everyday observation and experience in their scientific aspects as may be expected of and educated persons. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including India Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline, etc.

**(4) Specialized Type (Audio-visual aids): 40**

<b>Audio-visual Aids</b>	<b>Marks</b>
<p><b>Knowledge about audio aids:</b> Different types of audio aids-handling, installing and operating a radio, tape recorder: how to operate a tape recorder, operating controls and their functions, preparation and handling of DVDs and CDs. Public address equipment- microphone, amplifier and loudspeaker, operating the public address equipment.</p>	<b>10</b>
<p><b>Knowledge about visual aids:</b> <i>Non - Projected Visual Aids:</i> A) Teaching aids: chalk board, pictures including photographs and hand drawn pictures, flash cards, flip books, flip charts and flannel graph. B) Display visuals: posters, diagram, bulletin boards, models- different types of models, specimen, real objects, exhibits/displays.</p> <p><i>Projected Visual Aids:</i> Principles of projection, types of projection: i) direct projection: slide projector, flip-strip projector, ii) indirect projection: overhead projector, preparation of overhead transparency, different types of transparencies, and iii) reflected projection: opaque projector/epidiascope, screen of projector, aperture size of projector, precautions in handling the projector.</p>	<b>18</b>
<p><b>Modern audio-visual aids:</b> Handling and operating of LCD projector, power point presentation, computer projector, digital video, internet, television, video technology.</p>	<b>8</b>
<p><b>Photographic equipment and photography:</b> Cameras, parts of camera: lens, diagram and shutters, accessories to camera-exposure meter and flash attachment</p>	<b>4</b>
<b>Total</b>	<b>40</b>

**Syllabus for written Test for the post of Sound Man****Marks:100****Time:02.00Hrs.**

<b>S.No.</b>	<b>Subjects/Topic</b>	<b>Marks assigned</b>
1.	General Intelligence & Reasoning	20
2.	Numerical Aptitude	20
3.	Knowledge of English Language& General Awareness	20
4.	Specialized Topics	40
<b>TOTAL</b>		<b>100</b>

**(1) General Intelligence& Reasoning:**

It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal analysis figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions, etc.

**(2) Numerical Aptitude:**

Questions will cover number system including questions on simplification, decimals, fractions, LCM, HCF, Ratio and Proportion, Percentage, Average, Profit and Loss, Discount, Simple and Compound Interest, Measurement, Time and Work, Ratio and Time, Time and Distance, Tables and Graphs, etc.

**(3) Knowledge of English Language & General Awareness:****Knowledge of Language**

Testing of candidates on understanding of the English Language and its correct usage, vocabulary, grammar, sentence structure, synonyms, antonyms, and its correct usage. Questions on Paragraph Writing/Report Writing/Letter Writing etc. may be included.

**General Awareness:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of

**Syllabus for written Test for the post of Sound Man**

such matters of everyday observation and experience in their scientific aspects as may be expected of and educated persons. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including India Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline, etc.

**(4) Specialized Type: 40**

Surround Sound Mixing, Music Mastering, Musical Instruments Sampling, Audio Post Production for Films, Software Training : Pro Tools 110, Studio Recording & Mixing Sessions, Analog & Digital Consoles, Music Business, Sound Designing for Films & Games, MIDI Technology for Music Production, Sound Measuring Techniques (Decibels and Metering), Microphones & Monitors, Live Sound, Sound Synthesis, Studio Construction & Acoustics, Sound Signal Processing Techniques, Basic Electronics for Sound Engineering



**Syllabus for written Test for the post of Electrician****Marks:100****Time:02.00Hrs.**

<b>S.No.</b>	<b>Subjects/Topic</b>	<b>Marks assigned</b>
1.	<b>UNIT-I</b>	<b>13 Marks</b>
2.	<b>UNIT-II</b>	<b>12 Marks</b>
3.	<b>UNIT-III</b>	<b>17 Marks</b>
4.	<b>UNIT-IV</b>	<b>16 Marks</b>
5.	<b>UNIT-V</b>	<b>08 Marks</b>
6.	<b>UNIT-VI</b>	<b>17 Marks</b>
7.	<b>UNIT-VII</b>	<b>17 Marks</b>

**UNIT-I****13 Marks**

- (i) Articles
- (ii) Tenses
- (iii) Modals
- (iv) Clauses
- (v) Determiners
- (vi) Preposition
- (vii) Idioms and Phrases.
- (viii) Synonyms/Antonyms
- (ix) Spellings
- (x) Sentences
- (xi) Phrases
- (xii) Homonyms/Homophones

**UNIT-II****12 Marks**

- (i) Current events of National importance
- (ii) Honours and Awards
- (iii) The World of Sports
- (iv) Geographical Discoveries
- (v) Principal Languages of India
- (vi) Capitals and Currencies of Countries
- (vii) History, Geography, Culture and Economy of UT of Jammu and Kashmir
- (viii) Flora and Fauna of J&K
- (ix) Rivers and Lakes.
- (x) Important Tourist Destinations of UT of Jammu and Kashmir

**Syllabus for written Test for the post of Electrician**

**UNIT-III**

**17 Marks**

- (i) Percentage
- (ii) Average
- (iii) Time, Work and Distance
- (iv) Ratio and Proportions
- (v) Problem of Age
- (vi) Probability
- (vii) LCM,HCF
- (viii) Mensuration
- (ix) Trigonometry
- (x) Polynomials and Quadratic equation

**UNIT-IV**

**16 Marks**

- (i) Sources of energy; Conventional & Non-Conventional
- (ii) Reflection & refraction of light, Mirror formula
- (iii) Refractive index, Lens formula, image formation, sign conventions.
- (iv) Defects of vision & their correctness.
- (v) Electric current; Electric potential and Potential difference
- (vi) Ohms Law, Heating effects of Current
- (vii) Environmental pollution
- (viii) Nutrition, Respiration, Excretion etc
- (ix) Communicable & Non-Communicable Diseases.
- (x) Ecosystem-Its components, Food chains and Food webs.
- (xi) Ozone layer, its depletion, Green House Effect.
- (xii) Chemical Equation, types of chemical reactions.
- (xiii) Oxidation & reduction reactions
- (xiv) Bonding in Carbon, Allotropes of Carbon
- (xv) Physical & Chemical properties of metals and non-metals.

**UNIT-V**

**8 Marks**

- (i) Partition of Bengal.
- (ii) Boycott and Swadeshi Movement.
- (iii) Muslim League/ Khilafat Movement/Non-Cooperation Movement  
Quit India Movement.
- (iv) Independence and Partition of India. Change of Seasons/ Planets/  
Solar System Longitude - Latitude.
- (v) Types of Forests Classification of Soils Types of farming Major Crops

**Syllabus for written Test for the post of Electrician**

- (vi) Resources- Types, Conservation etc. Federalism
- (vii) Democracy – Direct & Indirect. Fundamental Rights, Fundamental Duties. Representation, Franchise, Secret Ballot. Political Parties- National, State, Regional etc.
- (viii) Economy-Primary, Secondary and Tertiary Sectors

**UNIT-VI**

**17 Marks**

- (i) Analogies
- (ii) Relationship concepts
- (iii) Figure odd one out
- (iv) Direct Sense
- (v) Figure Series completion
- (vi) Venn Diagram
- (vii) Number series
- (viii) Coding/Decoding

**UNIT-VII**

**17 Marks**

- (i) Communication and its importance.
- (ii) Types of communication-verbal, non-verbal, written, email etc.
- (iii) Safety and Health-Importance of safety and health at workplace.
- (iv) Occupational Hazards-Basic Hazards, Chemical, Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards.
- (v) First Aid, Care of injured & Sick at the workplaces.
- (vi) Pollution and pollutants including liquid, gaseous, solid and hazardous waste
- (vii) Skills, Working Aids, Automation, Environment, Motivation.
- (viii) Idea of ISO 9000 and BIS systems and its importance in maintaining qualities
- (ix) Benefits guaranteed under various acts-Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's Compensation Act.
- (x) Metric System: Measurement of length, breadth & height in metric units Measurement of weight in metric system. Unit conversion. Reading of plain scales. Reading of tapes & foot rules

**Syllabus for the post of Classifier-cum-Cataloguer****Marks:100****Time:02.00Hrs.**

<b>S.No.</b>	<b>Subject</b>	<b>Marks assigned</b>
1	General Intelligence & Reasoning	20
2	Numerical Aptitude	20
3	Knowledge of English Language& General Awareness	20
4	Specialized Topics including classification	40

**(1) General Intelligence& Reasoning:**

It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal analysis figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions, etc.

**(2) Numerical Aptitude:**

Questions will cover number system including questions on simplification, decimals, fractions, LCM, HCF, Ratio and Proportion, Percentage, Average, Profit and Loss, Discount, Simple and Compound Interest, Measurement, Time and Work, Ratio and Time, Time and Distance, Tables and Graphs, etc.

**(3) Knowledge of Language & General Awareness:****Knowledge of Language**

Testing of candidates on understanding of the English Language and its correct usage, vocabulary, grammar, sentence structure, synonyms, antonyms, and its correct usage. Questions on Paragraph Writing/Report Writing/Letter Writing etc. may be included.

**General Awareness:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific

**Syllabus for the post of Classifier-cum-Cataloguer**

aspects as may be expected of and educated persons. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including India Constitution and Scientific Research etc. These questions will be such that they do not require a special study of any discipline, etc.

**(4) Specialized Type (Classifier-cum-Cataloguer):**

**Library classification - Canons and Principles**

Online Offline Classification techniques, mechanisms etc.  
Library classification Schemes - DDC,UDC, and CC

**Library Cataloging - Canons and Principles:**

Library cataloging codes - CCC and AACR\_II  
Bibliography records - International Standards - ISBDS, MARC and CCF  
Indexing - Pre - Coordinate, Post - Coordinate  
Vocabulary control - Thesaurus, lists of Subjects Headings  
Database Search Strategies, Boolean Operators

**Library Automation:**

Areas of automation, planning, Hardware and Software selection, OPAC  
Functionality of LMS such as SOUL, KOHA, FOLIO etc  
Digital Libraries, Virtual Libraries

Role of UGC, ICAR in the growth and development of SAU Libraries and information centers in institutions of higher education in India

Source of information - Primary, secondary and tertiary - Documentary and non-documentary

References Sources - Encyclopedias, Dictionaries, Geographical Sources, Biographical Sources, Year Book / Almanacs, Directories, and Hand books, Statistical (salient features and evaluation).

Bibliographical Sources - bibliographies, Union, Catalogue, indexing and Abstracting, Journal (salient features and evaluation).

**Miscellaneous**

E - Documents: e-Books, e- Journals  
Database - Bibliography, Numeric and full text evaluation  
Organization of knowledge/information,  
Modes of formation of subjects  
Knowledge Management-

**Syllabus for the post of Classifier-cum-Cataloguer**

Management-Principles, Functions, School of Thought

System study - Analysis, evaluation and design

Collection Development - Books Serials, non - book, Material Selection

Acquisition Maintenance, ISBN, ISSN, Cataloguing in Publication (CIP)

Total Quality management (TQM)

Information Technology-Components, impact of IT on Society

Integrated Services Digital Network (ISDN), open systems,

**Syllabus for written Test for the post of Works Supervisor**

Marks:100

Time:02.00Hrs.

S.No.	Subjects/Topic	Marks assigned
1.	UNIT-I	13 Marks
2.	UNIT-II	12 Marks
3.	Unit-III	17Marks
4.	Unit-IV	16 Marks
5.	Unit-V	8 marks
6.	Unit-VI	17 marks
7.	Unit-VII	17 marks

**UNIT I****13Marks**

- (i) Articles
- (ii) Tenses
- (iii) Modals
- (iv) Clauses
- (v) Determiners
- (vi) Preposition
- (vii) Idioms and Phrases.
- (viii) Synonyms / Antonyms
- (ix) Spellings
- (x) Sentences
- (xi) Phrases
- (xii) Homonyms/ Homophones

**UNIT II****12Marks**

- (i) Current events of National importance
- (ii) Honours and Awards
- (iii) The World of Sports
- (iv) Geographical Discoveries
- (v) Principal Languages of India
- (vi) Capitals and Currencies of Countries
- (vii) History, Geography, Culture and Economy of UT of Jammu and Kashmir
- (viii) Flora and Fauna of J&K
- (ix) Rivers and Lakes.
- (x) Important Tourist Destinations of UT of Jammu and Kashmir

**Syllabus for written Test for the post of Works Supervisor**

**Unit III**

**17Marks**

- (i) Percentage
- (ii) Average
- (iii) Time, Work and Distance
- (iv) Ratio and Proportions
- (v) Problem of Age
- (vi) Probability
- (vii) LCM, HCF
- (viii) Mensuration
- (ix) Trigonometry
- (x) Polynomials and Quadratic equation

**Unit-IV**

**16 Marks**

- (i) Sources of energy; Conventional & Non-Conventional
- (ii) Reflection & refraction of light, Mirror formula
- (iii) Refractive index, Lens formula, image formation, sign conventions.
- (iv) Defects of vision & their correctness.
- (v) Electric current; Electric potential and Potential difference
- (vi) Ohms Law, Heating effects of Current
- (vii) Environmental pollution
- (viii) Nutrition, Respiration, Excretion etc
- (ix) Communicable & Non-Communicable Diseases.
- (x) Ecosystem-Its components, Food chains and Food webs.
- (xi) Ozone layer, its depletion, Green House Effect.
- (xii) Chemical Equation, types of chemical reactions.
- (xiii) Oxidation & reduction reactions
- (xiv) Bonding in Carbon, Allotropes of Carbon
- (xv) Physical & Chemical properties of metals and non-metals.

**Unit V**

**8 marks**

- (i) Partition of Bengal.
- (ii) Boycott and Swadeshi Movement.
- (iii) Muslim League/ Khilafat Movement/Non-Cooperation Movement  
Quit India Movement.
- (iv) Independence and Partition of India. Change of Seasons/ Planets/  
Solar System Longitude - Latitude.
- (v) Types of Forests Classification of Soils Types of farming Major  
Crops
- (vi) Resources- Types, Conservation etc. Federalism



**Syllabus for written Test for the post of Works Supervisor**

- (vii) Democracy – Direct & Indirect. Fundamental Rights, Fundamental Duties. Representation, Franchise, Secret Ballot. Political Parties- National, State, Regional etc.
- (viii) Economy-Primary, Secondary and Tertiary Sectors

**Unit-VI**

**17 marks**

- (i) Analogies
- (ii) Relationship concepts
- (iii) Figure odd one out
- (iv) Direct Sense
- (v) Figure Series completion
- (vi) Venn Diagram
- (vii) Number series
- (viii) Coding/Decoding

**Unit VII**

**17 marks**

- (i) Communication and its importance.
- (ii) Types of communication-verbal, non-verbal, written, email etc.
- (iii) Safety and Health-Importance of safety and health at workplace.
- (iv) Occupational Hazards-Basic Hazards, Chemical Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards.
- (v) First Aid, Care of injured & Sick at the workplaces.
- (vi) Pollution and pollutants including liquid, gaseous, solid and hazardous waste
- (vii) Skills, Working Aids, Automation, Environment, Motivation.
- (viii) Idea of ISO 9000 and BIS systems and its importance in maintaining qualities
- (ix) Benefits guaranteed under various acts-Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's Compensation Act.

Metric System: Measurement of length, breadth & height in metric units  
Measurement of weight in metric system. Unit conversion. Reading of plain scales.  
Reading of tapes & foot rules