## SYLLABUS FOR EXAMINATION (DIRECT RECRUITMENT)
## POST : CARTOGRAPHER (COMPUTER APPLICATIONS)
## LEVEL : LEVEL-7 (GROUP-B)

**STEP 1** : WRITTEN TEST (100 MARKS)                    : 2 Hours

### (A) LANGUAGE COMPREHESION – 25 Marks

Understanding of English or Hindi language, its vocabulary, grammar, active and passive voice, direct - indirect speech, punctuation, sentence structure, synonyms, antonyms, and correct usage, questions out of a comprehension passage or letter on a given context / topic.

### (B) OFFICE PROCEDURES – 25 Marks

Basic knowledge of the Institute (NIEPA), University / Deemed University System, UGC, Memorandum of Association or Statutes, Service Rules. Academic courses and programmes, provision under NEP-2020, basic knowledge of CCS Rules, filing and maintenance of records, knowledge of printing, e-procurement.

### (C) SIMPLE ARITHMETIC – 25 Marks

Number System including questions on simplification, decimals, fractions, LCM, HCF, ratio and proportion, percentage, average, profit and loss. discount, Simple and Compound Interest, menstruation, time and work, time and distance, tables and graphs, basic reasoning and data interpretation (tabulation, pie-chart, line-chart, bar-graph, line-graph).

### (D) GENERAL AWARENESS – 25 Marks

India and the states, democratic system and governance, constitution, public administration, science, society, technology, earth and environment and institutional development, current events and matters of everyday observation or importance. India and its neighbouring countries, matters pertaining to history, art and culture, geography, economic growth, games and sports, general policy and scientific research.

**STEP II** : COMPUTER SKILL TEST (100 MARKS)     : 2 Hours

Working knowledge of MS Excel, MS Word and to present information in diagrams, charts, spreadsheets and do statistical interpretation. Test on thematic map making, using computers and developing graphic presentation material relating to training and research. Printing fundamentals, procedures of survey and publishing of maps, cartography, visual data representations, geographical and geospatial data and transforming it into a map, GIS and GPS system, mobile application interface, google app and android features. Display vector/raster data in the mobile, change symbology, popup, graph, query on with the help of ArcGIS rest API. To do analysis of geographical data such as population density, demographic characteristics, survey data or reports, photograph or images, thematic maps, two/three-dimensional landscape presentations. A few questions out of reference maps, showing general geographic information such as roads, rivers, lakes, oceans, political boundaries, mountains, schools and cities etc.

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