

SYLLABUS FOR EXAMINATION (DIRECT RECRUITMENT)

POST : DATA ENTRY OPERATOR 'B'

LEVEL : LEVEL-5 (GROUP-C)

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

A. LANGUAGE COMPREHENSION – 25 Marks

1. Questions out of comprehension passage (short passage)
2. Fill in the blanks, para-jumbles, spotting the error, spellings, phrase idiom
3. Grammar, tense, active and passive voice, direct - indirect speech, punctuation
4. Questions out of letter or an email communication on a given context / topic
5. Meaning, synonyms and antonyms, sentence correction

B. OFFICE PROCEDURES – 25 Marks

1. Basic knowledge of the Institute (NIEPA), Deemed University and University system, UGC, Memorandum of Association or Acts & Statutes, Service Rules.
2. Basic knowledge about admission procedures and academic programmes, provisions under the NEP-2020.
3. Basic knowledge of CCS Rules relating to Establishment, Service Rules, Leave Rules, LTC, TA, Constitutional provisions.
4. Filing system and record keeping, maintenance and archiving of files.

C. SIMPLE ARITHMETIC – 25 Marks

1. Simplification of fractions, summations, subtraction, multiplication, division
2. Simple interest and compound interest
3. Profit / Loss account and percentages, work- time- distance, tables and graphs
4. Basic arithmetic, reasoning, ratio and proportions, number series, data interpretation with questions on tabulation, pie-chart, line-chart, bar-graph, line-graph.

D. GENERAL AWARENESS – 25 Marks

1. India and the states, democracy and governance system, public administration, science, society and technology, earth and environment, educational institutions in India.
2. Current events and such matters of everyday observation or importance
3. India and its neighbouring countries, matters pertaining to history, art, culture, geography, economic growth, games & sports, general policy and scientific research

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

1. Strong understanding of MS Excel
2. Knowledge of Word processors, like Microsoft Word
3. Data entry of numerical fields (ten-key data entry test)
4. Data entry of approx 8000 key depressions (time allowed - 15 minutes)
5. Data analysis, transcribing, entering accounting records.
6. Sending e-mail and reply, knowledge of power point, info-graph, internet, website