GOVERNMENT OF JAMMU AND KASHMIR
JAMMU AND KASHMIR SERVICES SELECTION BOARD(JKSSB)
Hema Complex,sector-3,Channi Himmat,Jammu/zamzam Complex
Rambagh Srinagar
www.jkssb.nic.in

NOTIFICATION

The J&K Services Selection Board has advertised District Cadre posts of **Panchayat Secretary (Rural Development & Panchayati Raj Department)** vide Advertisement Notification No. 03 of 2022. Accordingly, the syllabus for the said posts is notified as per the details given in Annexure "A" to this notification. The candidates are further intimated that there shall be negative marking for wrong answers (-0.25 for each wrong answer) attempted in the said examination.

This notice is for the purpose of intimation to the concerned candidates only.

(Sachin Jamwal) JKAS,
Secretary
J&K Services Selection Board.

No. SSB/COE/Syl/2022/4571-74   Dated: 30.05.2022

Copy to the: -

1. Director Information, J&K Government, Jammu with the request to get the said notification published in at least three leading local newspaper of Jammu/Srinagar for three consecutive dates.
2. Private Secretary to the Chairman, JKSSB for information of the Chairman.
3. I/c Web site.
4.Syllabus file.

Syllabus for the post of Panchayat Secretary

Marks: 100   *Time: 02.00 Hrs.*

S. No.	Subjects/ Topic	Marks assigned
1	GENERAL AWARENESS with special reference of UT of J&K	20
2	GENERAL ENGLISH & COMPREHENSION	20
3	GENERAL INTELLIGENCE & REASONING	20
4	QUANTITATIVE APTITUDE	15
5	BASIC KNOWLEDGE OF COMPUTERS	25
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 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
           f) J&K Reorganisation Act, 2019.
   (xv)   Centrally Sponsored Schemes (MGNREGA, PMAY, SBM) and Panchayati Raj Act/Rules.

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 & un-folding, 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.