13- परीक्षा की स्कीम और पाठ्यक्रम (Scheme & Syllabus of Examination):–

परीक्षा की स्कीम और पाठ्यक्रम
(Scheme & Syllabus of Examination)

The competitive examination shall be held to test the ability of the candidate in the following subjects and each subject will carry the number of marks shown as under:-

S.No.	Section	Details
1.	SECTION-A WRITTEN TEST (100 Marks):	The Written Test shall consist of one paper consisting of 100 multiple choice questions of 01 mark each, comprising of:-

Name of Paper	Max Marks	Min. Marks		Duration
		For SC/ST & PH candidates	For other candidates	
Part-A Computer Knowledge	80	40	45	2 Hours
Part-B General Knowledge & English	20			

लिखित परीक्षा के आयोजन की विधि (**Method of Conducting Written Test**) :-

i. Part-A and Part-B will have 80 & 20 Multiple Choice Questions, respectively, bearing 01 mark each.

ii. Written test will be conducted through OMR answer sheet.

iii. There shall be no negative marking for wrong answers in the Written Test.

iv. Marks obtained in the written test shall be counted for the final process of selection.

Syllabus for Written Test shall be as under:
Part-A Computer Knowledge
a. **Overview to Computer:**
- Evolution of Computers & its applications.
- Basics of Hardware and Software.
- Latest IT gadgets and their applications.
- Central Processing Unit, Input devices, Output devices, Computer Memory & storage.
- Application Software, Systems Software, Utility Software, Open Source and Proprietary Software, Mobile Apps.

b. **Data Representation:**
- Number system (Binary, Decimal, Octal and Hexadecimal).
- ASCII code, Unicode, BCD, Grey, XS3, EBCDIC.
- Complement, addition, subtraction, overflow, Floating point representation.

c. **Introduction to Operating System:**
- Basics of Operating System.
- Operating Systems for Desktop, Laptop, Mobile Phone and Tablets.
- Concepts of files and its types.
- Microsoft Windows- An overview of different versions of Windows, Basic Windows elements, User Interface, Task Bar,

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Icons & shortcuts, Operating System simple setting, using mouse and changing its properties, changing system date and time, changing display properties, adding, removing & sharing Printers, File and Folder management, types of file extensions. System tools – Disk cleanup, Disk defragmenter, Notepad, Paint, WordPad etc.

- Command Prompt- Directory navigation, path setting, creating and using batch files. Drives, files, directories, directory structure.

- Linux- What is Open Source, Overview of Linux, Linux Origins, Running Commands, Getting Help, Linux File Hierarchy Concepts, Some Important Directories, Current Working Directory, File and Directory Names, Absolute and Relative Pathnames, Changing Directories, Listing Directory Contents, Copying Files and Directories, Moving and Renaming Files and Directories, Creating and Removing Files, Creating and Removing Directories.

d. **Data Processing:** Word Processing (MS-Word), Spread Sheet Software (MS Excel), Presentation Software (MS PowerPoint), DBMS Software (MS-Access).

e. **Data Communication and Network Technologies:**
- Introduction to Computer Networks, LAN, WAN, MAN etc.
- Communication Systems, Signal and data, Transmission modes, Synchronous and asynchronous transmission.
- Transmission Media: Guided Media (Twisted pair, Co-axial cable, Optical fiber).
- Introduction to Communication Protocols.
- Internet Addressing Scheme: IP and MAC.
- Networks Layers/Models, Networking Devices.
- Network security.
- Introduction to Firewalls and its utility.

f. **Internet of Things (IOT) and Web Designing:**
- Introduction to online & offline messaging, Email, Voice Mail.
- Introduction to e-Commerce.
- WWW Browsers, Web publishing, Search Engines, Search Engine Optimization (SEO).
- Creation & maintenance of Websites, Basic knowledge of HTML, CSS and Java Script.

g. **Programming and Problem Solving:**
- Principles and Programming Techniques.
- Introduction to C, Conditional Statements, Loops, Arrays, Functions, Storage Classes, Pointers, Structures and Unions, File processing.
- Introduction to Object Oriented Programming Through C++ and JAVA.

Part-B General Knowledge & English

a. **General Knowledge**
- Current Affairs
- Geography and Natural Resources
- History and Culture of Rajasthan

b. **English**
- Tenses/Sequences of Tenses
- Voice: Active & Passive
- Narration: Direct and Indirect
- Transformation of Sentences: Assertive to Negative, Interrogative, Exclamatory and vice-versa
- Use of Articles, Determiners and Prepositions
- Correction of sentences including subject, verb, Agreement,

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		• Degrees of Adjectives, Connectives and words wrongly used. • Synonyms and Antonyms • One-word substitutions • Prefixes and Suffixes • Idioms & Phrases
2.	**SECTION-B TYPE-WRITING TEST ON COMPUTER (80 Marks)**	Those candidates who secure minimum 40% marks in case of Scheduled Caste / Scheduled Tribes & Persons with Benchmark Disabilities and 45% marks in case of other categories, in the written test, shall be eligible for appearing in the type writing test on computer, subject to the extent of 5 times of the number of vacancies (category-wise) but in the said range all those candidates who secure the same percentage of marks shall be included. Type-Writing Test on Computer shall consist of two papers: -

Paper	Language	Duration	Max. Marks	Min. Marks	
				for SC, ST & PH candidates	for other candidates
Paper-I Speed Test	Hindi	5 Minutes	25	20	22.5
	English	5 Minutes	25		
Paper-II Efficiency Test (Microsoft word & Excel)	-	20 Minutes	50	20	22.5

गति एवं दक्षता परीक्षा के आयोजन की विधि **(Method of Conducting Speed & Efficiency Test)** :-

i. The font for Computer Test shall be "Kruti Dev 010" for Hindi and "CALIBRI" for English.

ii. Minimum Speed should be 8000 key depressions per hour on computer. Data will have to be fed in dual language, i.e. English and Hindi.

iii. Efficiency Test may be taken on data processing softwares. It shall include uses of different formula's, formatting of Test, Paragraph, Page & Table (Excel & Word) using proper methods and formatting of letters.

iv. The marks in the Speed Test shall be awarded as per the following formula:

(20/8000) x Net Speed (in correct depressions per hour)

3.	**SECTION-C PERSONAL INTERVIEW (20 Marks)**	On the basis of marks secured in Written Test and Typewriting Test on Computer, amongst those candidates, who secure 40% marks in case of Scheduled Caste / Scheduled Tribes & Persons with Benchmark Disabilities and 45% marks in case of other categories, in the Written Test and Typewriting Test on computer, respectively and 45% in the aggregate, to the extent of three times of total number of vacancies (Category wise) shall be declared qualified to be called for interview but in the said range all those candidates who secure the same percentage of marks shall be included.

Final result shall be prepared on the basis of total marks secured in Written Test, Type Writing Test on Computer and Interview.

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