

Annexure-D

SYLLABUS FOR THE POST OF NAIB TEHSILDAR

- i. **Paper-I** will comprise of Multiple-Choice Objective Type Questions.
- ii. **Paper-II** (Urdu portion) will be of descriptive nature and qualifying only.
- iii. Both the parts viz. **Paper "I"** and **Paper "II"** will be compulsory.
- iv. In **Paper-I**, Candidates competing for Open Merit posts will be required to score at least **20% marks**, while candidates belonging to other categories (except OM) will be required to score at least **15% marks** to appear in the **Urdu Paper (Paper -II)**.
- v. In **Paper-II**, the candidates competing for Open Merit posts will be required to score at least 40% marks and candidates belonging to other categories (except OM) are required to score at least 35% marks with at least 33% in each part **i.e. Reading section and Writing section**.
- vi. There will be negative marking (0.25 per question per wrong answer) in **Paper "I"**.

PAPER-I

Marks :120 Marks

Time: 02.00 Hours

General Knowledge & Current Affairs

36 Marks

- i. Current Events of National and International importance.
- ii. Science & Technology
- iii. Environment, Ecology & Bio-diversity
- iv. Indian National Movement
- v. Political & Physical divisions of world & India
- vi. Indian Economy.
- vii. Indian Culture & Heritage
- viii. Climate & Crops in India
- ix. Transport & Communication
- x. Demography
- xi. Important Rivers & Lakes in India
- xii. Types of Soils
- xiii. Disaster Management
- xiv. Election Commissioner of India
- xv. Constitution of India
- xvi. Human Rights.

GENERAL KNOWLEDGE with special reference to J&K UT

24 Marks

- i. History, Economy, and Culture of J&K UT
- ii. Geography Weather, Climate, Crops, Soils
- iii. Means of Transport
- iv. Flora and Fauna of J&K
- v. Rivers and Lakes
- vi. Important Tourist Destinations
- vii. J&K Reorganization Act, 2019
- viii. J&K Panchayat Raj Act, 1989 (as Amended upto December, 2020) 73rd and 74th constitutional Amendment.

GENERAL ENGLISH

24 Marks

- i. Tenses
- ii. Rearranging of jumbled sentences
- iii. Narration
- iv. Models

- v. Articles
- vi. Comprehension with blanks to be filled in with
 - a) Phrases
 - b) Pronouns
 - c) 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

KNOWLEDGE OF INFORMATION TECHNOLOGY

18 Marks

- i. Introduction and Objectives
- ii. Basic Applications of Computer and its component
- iii. Fundamentals of computer sciences
- iv. Hardware & Software, Concept of Open Source Technologies
- v. Input & output Devices
- vi. Knowledge of MS Word, MS Excel, MS Access MS Power point, PDF, Internet and E mail
- vii. Concept of Computer Virus and Anti-Virus
- viii. Basics of Remote Sensing, GIS/GPS/DGPS/ETS.

MENTAL ABILITY & REASONING

18 Marks

- i. Number series
- ii. Letter series
- iii. Coding decoding
- iv. Direction sense
- v. Blood relations
- vi. Statements and conclusions
- vii. Logical Reasoning
- viii. Mental Reasoning
- ix. Mensuration: -
 - a. Area of Triangle, Square, Rectangle, Rhombus, Trapezium, Circle, Right of Circle Cylinder.
 - b. Field book/units of measurement of land.

PAPER-II

Marks: 50 Marks

Time: 01.00 Hour

Guidelines for checking working knowledge of Urdu

The exam intends to check the "*working knowledge of Urdu*" of the candidates. The same will be tested through a Reading and a Writing test (total comprising of 50 marks in a duration of 60 Minutes), **to be conducted on the same day.**

The candidates belonging to "OM" Category will be required to score at least 40% marks (overall) in the said exam with at least 33% marks in both Reading and Writing sections (separately) and the candidates belonging to other categories are required to score at least 35% marks (overall) with at least 33% in both Reading and Writing sections (separately) to be considered as having "working knowledge of Urdu" to be qualified.

1. Reading Section

20 Marks

Candidates would be required to answer questions carrying one mark each out of given passages.

2. Writing Section

30 Marks

Letter writing of minimum 100 words on a particular situation	10 marks
One English passage to be translated into Urdu or Vice Versa	10 marks
One Essay of about 100 words on any topic of social relevance	10 marks