

JK High Court DEO Syllabus 2019 || Check Jammu & Kashmir HC Divisional/ District Cadre Exam Pattern @ jkhighcourt.nic.in

JK High Court Exam Pattern For Process Server, Sweeper, Data Entry Operator Posts:

S. No	Name of the Subject
01	English
02	Logical Ability
03	General Awareness
04	Quantitative Aptitude
05	General Knowledge
06	General Intelligence
07	Library and Information Science
08	Computer Knowledge

Jammu & Kashmir HC Divisional/ District Cadre Syllabus:

English

- Idioms & Phrases
- Sentence Arrangements. Passages
- Fill in the blanks
- Direct & Indirect Speech
- Para Completion
- Error Correction
- Error Detection
- Synonyms
- Antonyms
- Parts of Speech
- Grammar
- One word Substitutes
- Usage of Articles
- Vocabulary
- Active voice & Passive voice
- Reading Comprehension

Logical Ability

- Statement and Argument
- Logical Deduction
- Statement and Assumption
- Seating Arrangement

- Analysing Arguments
- Cause and Effect
- The course of Action
- Statement and Conclusion
- Number Series
- Verbal Reasoning
- Logical Problems
- Letter and Symbol Series
- Verbal Classification
- Logical Games
- Analogies
- Making Judgments
- Essential Part
- Matching Definitions
- Theme Detection
- Artificial Language

General Awareness

- National & International affairs
- Current GK
- Art & Culture
- Sports & Games
- States & Capitals
- Daily News
- Famous Personalities
- Current Events
- History
- Countries & Currencies
- Geography
- Economic Scene
- Culture
- Sports
- Scientific Research
- General Polity including Indian Constitution
- Countries and Capitals

Quantitative Aptitude

- Simplifications
- Time & Work
- Partnerships
- Problems on Ages
- Ratios and Proportions
- Problems on Trains
- Averages
- Mensuration
- Number System
- Time & Distance
- Permutations & Combinations

- Simple Interest & Compound Interest
- Percentages
- Probability
- Profit & Loss

General Knowledge

- Famous Books & Authors
- Botany
- Zoology
- Geography
- Physics
- Environment
- Indian Culture
- Inventions in the World
- Sports
- Famous Days & Dates
- Indian History
- Indian Economy
- Basic Computer
- Indian Parliament
- Indian Politics
- Chemistry

General Intelligence

- Arithmetical Computation and
- The question of both verbal & non-verbal type
- Ability to observe
- and Distinguish patterns
- The Question will be asked from analogies
- Similarities and differences etc
- Problem Solving
- Relationship
- Relationship concepts and
- Other Analytical Functions
- Venn diagrams

Library and Information Science

- Types of libraries: Academic, Special and Public, National Library of India
- Information society
- Five laws of library science and their implications
- Library resource sharing.
- Library legislation
- Role and activities of I.L.A., IFLA, and UNESCO and RRRLF
- Concept of library
- The concept of information literacy
- Library as a social institution

Library Classification and Cataloguing

- Library Cataloguing
- History of Classified Catalogue Code
- Devices used in C
- Kind of catalog: Classified and dictionary, Physical and inner forms of a catalog
- Subject cataloging and chain procedure, OPAC.
- Need, purpose and function
- Kinds of entries: Main entry and added entries of Classified Catalogue Code
- Principles of helpful sequence
- Main features of Colon Classification and Dewey Decimal Classification Schemes

Library Organisation and Management

- Technical processing section
- Function of administration
- Circulation section: Newark and Browne
- Care and repair (binding) of books and journals, Stock rectification and verification
- Library display, Library rules, Budgeting.
- General and scientific principles of management and their implication to library administration
- Maintenance: Open access system
- sections of a library: Acquisition section -Book selection

Information Sources

- Initiation
- Reference service in School and public library
- Long range reference service
- Qualities of a reference librarian, CAS, and SDI
- Need and purpose, Ready reference service
- Organisation reference department

Computer Knowledge

- Internet use
- Uploading in Web Page
- MS Excel
- Downloading from Web Page
- PowerPoint Presentation
- MS Office
- MS Word
- Net-Surfing