

J & K KHADI AND VILLAGE INDUSTRIES BOARD
EXHIBITION GROUND JAMMU/ OLD SECRETARIAT, SRINAGAR

Syllabus for written test (objective type) for the posts of Post Graduate and Graduation level advertised vide notification No. KVIB/01 of 2016 dated 08.10.2016

Time:
Marks:

Unit-I General English

10 Marks

- (i) Comprehension with blanks to be filled in with phrases, pronouns, and question answers.
- (ii) Synonyms and antonyms
- (iii) Idioms and phrases
- (iv) Tenses

Unit-II General knowledge and current affairs 10 Marks

- (i) General knowledge with reference to history of Jammu and Kashmir
- (ii) Important dates in Indian History/Freedom struggle, different dates and events
- (iii) Popular names of Personalities (Religion, Politics, Scientific discoveries, Geographical, Sports, History)

Unit-III

10 Marks

- (i) Communication, Public Relations, Advertising and Publicity, Print and Electronic Media, Extension Education.
- (ii) Indian National Movement and Indian polity, Indian national movement will relate to the nature and character of nineteenth century resurgence, growth of nationalism and attainment of independence. Indian political system, Panchayati Raj and Planning in India.

- (iii) General Science and mental ability, questions from general science will cover general appreciation and understanding of science, including matters of everyday observation and experience as may be expected of a well educated person who has not made a special study of any scientific discipline.

Unit-IV Mental ability test

10 Marks

- (i) Number series
- (ii) Letter series
- (iii) Coding decoding
- (iv) Direction sense
- (v) Blood relations
- (vi) Mathematical reasoning
- (vii) Speed, distance and time
- (viii) Statements and conclusions
- (ix) Logical reasoning
- (x) Mental reasoning

Unit-V

10 Marks

- (i) Indian Economy, Micro Industrialization, Role and Scope of Khadi & Village Industries in Economic Development and Employment Generation, Latest Industrial Policy of India and J&K State.
- (ii) Indian Banking System, Micro Credit and its Role in Development of Cottage, Rural and Micro Enterprises.
- (iii) Budget and Fiscal Policy, Liberalization, Globalization and Business Environment, Principles and Theories of Management, Marketing Management, Managerial Economics and Business Communication, Capital Budgeting, Preparation and Analysis of Accounts Statements, Financial Management.

Unit-VI Computer applications**10 Marks**

- (i) Fundamentals of computer sciences
- (ii) Hardware and software
- (iii) Input and output devices
- (iv) Operating system
- (v) M.S. Word, M.S. Excel and Power-point presentation
- (vi) E-mail and internet