


GOVERNMENT OF JAMMU AND KASHMIR  
**JAMMU & KASHMIR SERVICES SELECTION BOARD**  
CPO Chowk Panjtirthi, Jammu/ Zamzam Complex Rambagh Srinagar  
[www.jkssb.nic.in](http://www.jkssb.nic.in)

**NOTICE**

The Jammu and Kashmir Services Selection Board has advertised the posts of **Driver** and **Website Operator** vide Advertisement Notification No. 04 of 2025 dated 28.04.2025. In this regard, the syllabus for the examination to the posts of Driver and Website Operator are hereby notified, as **Annexures "A" and "B"** respectively to this notice.

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

 30.07.2025  
(Reyaz Ahmad Malik) JKAS  
**Controller of Examination**  
**J&K Services Selection Board**

No. JKSSB-COE0EXAM(UT)/47/2023-03 (**7202120**)  
**Copy to the: -**

Dated: 30.07.2025

1. Commissioner/Secretary to the Government, General Administration Department, Civil Secretariat, J&K, Jammu/Srinagar.
2. Director, Information & Public Relations, J&K Government with the request to get the said notification published in at least two leading local newspapers of Jammu/Srinagar for three consecutive days.
3. Member(s) ALL, J&K Services Selection Board.
4. Secretary, J&K Services Selection Board.
5. P.S. to Chairman, J&K Services Selection Board for the information of Chairperson.
6. In-charge Website, Services Selection Board, Jammu.
7. Office record.

## **Annexure "A"**

### **Syllabus for the post of Website Operator**

**Marks: 80**

**Time: 80 Minutes**

#### **Unit I General English**

**20 Marks**

- (i) Comprehension
- (ii) Editing / Proof Reading.
- (iii) Rearranging of jumbled sentences
- (iv) Narration
- (v) Modals
- (vi) Articles
- (vii) Paragraph writing with blanks to be filled in with the following
  - i. Phrases
  - ii. Pronouns
  - iii. Homonyms/Homophones etc.
- (viii) Clauses
- (ix) Punctuation
- (x) Synonyms and antonyms
- (xi) Idioms and phrases.
- (xii) Uses of Prepositions
- (xiii) Active & Passive Voice

#### **Unit II General Awareness with special reference to JK UT**

**20 Marks**

- (i) Current Events of National and International importance
- (ii) Political & Physical divisions of India
- (iii) Indian Culture, Heritage and Freedom Struggle/Movement.
- (iv) Demography- Census, its feature and functions.
- (v) Important Rivers & Lakes in India.
- (vi) Weather, Climate, Crops, Means of Transport of India.
- (vii) J&K UT
  - a) History
  - b) Economy
  - c) Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
  - d) Heritage & Culture
  - e) Important Tourist Destinations

#### **Unit III Numerical and Reasoning Ability**

**20 Marks**

##### **Basic Arithmetic:**

- (i) Number System
- (ii) Percentage

- (iii) Average
- (iv) Profit & Loss
- (v) Ratio & Proportion
- (vi) Time & Work

**Reasoning:**

- (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.

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**Unit IV      Basic Concepts of Computers      20 Marks**

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- (i) Fundamentals of computer sciences
- (ii) Hardware & Software
- (iii) Input and output devices
- (iv) Operating system
- (v) M.S Word, M.S Excel, M.S Access and Powerpoint Presentation
- (vi) E\_mail & Internet

## Annexure "B"

**Marks :-120**  
**Time :- 2.00 Hours**

### Syllabus for the post of Drivers

Name of Post		Light Motor Vehicle/ Heavy Motor Vehicle	Marks allotted
<b>Driver</b>	<b>Topic</b>	<b>Subtopic</b>	
	<b>Traffic Rules and Signalling</b>	Basic Road Rules, driving methods and speed limits	<b>10</b>
		Understanding Signals: 1.Traffic Police hand signals 2.Hand signals while driving 3.Traffic light signals 4.Road map reading	<b>15</b>
		Knowledge of traffic signage's for road safety	<b>10</b>
		Fitness to drive: 1.First aid kit 2.Good health & Road safety 3.Driving under influence of drugs/liquors	<b>15</b>
		Difficult driving condition: 1.Driving on wet surface 2.Driving in fog 3.Night driving 4.Running on pavement 5.Brake failure 6.Towing	<b>10</b>
		Basic knowledge about provisions of the Motor Vehicle Act	<b>10</b>
		Essential knowledge about vehicle pollution (Do's and Don't's)	<b>10</b>
		Awareness about documents required for driving and offence related 1.Registration 2.Licensing 3.Insurance.	<b>15</b>
<b>Driver</b>	<b>Motor</b>	Identification of major assemblies of	

	<b>parts and its repair</b>	vehicle	<b>25</b>
		Knowledge of daily and periodic inspection	
		Knowledge of fault diagnosis in tyre and its changing procedure	
		Knowledge of fuel pump, clutch and brake working and their air bleeding procedure	
		Lubrication grades used in vehicle for engine, transmission, differential, suspension	
		Knowledge about servicing schedule and service centres location	
		Knowledge of different starting methods	
		Knowledge of dash board's symbols	