



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY KASHMIR

NOTICE

It is notified for the information of all the eligible Class-IV employees who have qualified the Typing Test for their promotion to the post of Jr. Assistant under promotion quota, that the Selection Criteria, Scheme of Examination and Syllabus for the Written Test shall be as under:

Selection Criteria and Scheme of Examination

1. 50 Marks — Written Examination
2. Duration of Written Examination: 60 Minutes
3. Medium of Examination: English
4. Passing Criteria: Candidates shall have to secure 50% which equates to 25/50.
5. Negative Marking: There shall be no negative marking.

Scheme of Question Paper

Section	Category	Format	No. of Questions	Marks
A	Basic Knowledge of Computers	MCQs (Four Options)	12	12
B	Communication Skills	MCQs (Four Options)	12	12
C	Office Procedures	MCQs (Four Options)	16	16
D	Writing Ability	Descriptive	02	10
Total			42	50

Syllabus

Section A: Basic Knowledge of Computers

- Introduction to Computers
- Computer Components
- Hardware and Software



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- MS Office
- Internet & E-mail
- Basics of Operating System
- Antivirus

Section B: Communication Skills

- Punctuation
- Grammar
- Vocabulary (Synonyms, Antonyms, One-word Substitution)
- Articles and Prepositions
- Tenses
- Sentence Correction

Section C: Office Procedures

- Maintenance of Records
- Leave Rules
- Administrative Terminology
- Organizational Structure
- Inventory Management
- University Statutes and Ordinances

Section D: Writing Ability

- Drafting of Notes
- Office Memoranda
- Minutes of Meetings
- Circulars
- Notices
- Office Orders
- Applications
- Reports

**Sd/-
REGISTRAR**

No.: IUST/Reg/Adm/26/3609

Dated: 29-07-2026