



Government of Jammu and Kashmir
Government Medical College,
Srinagar.



NOTIFICATION

It is hereby notified for information of all those candidates who have applied for engagement on contract basis against the below mentioned positions advertised vide notifications indicated against each as Data Entry Operator/Data Manager that this Institution is going to conduct their common written test later this month. The question paper will be based on the syllabus indicated in annexure "A" to this notification. The candidates are advised to prepare accordingly for the forthcoming written test:-

S. No.	Name of the position advertised	Advertised vide Notification No.	Name of the Scheme
01.	Data Entry Operator	02-GS of 2023 Dated. 28-06-2023	Establishment of Viral Research and Diagnostic Laboratory (VRDL) under the Scheme of Ministry of Health and Family Welfare Govt. Of India in the Department of Microbiology Govt. Medical College, Srinagar.
02.	Data Entry Operator	02-NGS of 2022 Dated. 20-04-2022 followed by Notice issued under No. NGS-MC/22/170-75 Dated. 05-05-2022	Establishment of Multi-Disciplinary Research Unit, (MRU) under the Scheme of Ministry of Health and Family Welfare Govt. Of India in the Department of Biochemistry Govt. Medical College, Srinagar.
03.	Data Manager	PSY/HOD/2023/IMHANS/ATF/1074-86 Dated. 25-10-2023.	Establishment of an Addiction Treatment Facility (ATF) at Institute of Mental Health and Neurosciences Kashmir (Psychiatry), Govt. Medical College, Srinagar approved by the Ministry of Social Justice and Empowerment (MOSJE), Govt. of India and coordinated by the National Drug Dependence Treatment Centre (NDDTC), All India Institute of Medical Sciences (AIIMS), New Delhi.


Principal/Dean

 Govt. Medical College, Srinagar.

No: GS-MC/Syllabus/DEO/2143-47
Copy to the:-

Dated: 02-01-2024.

1. HOD Biochemistry/Microbiology/Psychiatry Government Medical College Srinagar
2. Joint Director Information with the request that this notification alongwith copy of syllabus may kindly be got published in the prominent local dailies for two consecutive days preferably in Greater Kashmir, Aftab and Srinagar Times.
3. Website I/C with the directions that the notification alongwith copy of syllabus be uploaded on the official website of this Institution for information of concerned candidates.

SYLLABUS
DATA ENTRY OPERATION

1. Basics of Computer

Computer Organization; Input and Output Devices; System Software and Application Software; Computer Language; Compiler and Assembler

2. Basics of Windows Operating System

Elements of Windows XP; Desktop Elements; Locating Files and Folders; Changing System Setting; File Management in Windows; Installation of Software and Hardware

3. Basics of Word Processing

Starting Word Program; Word Screen Layout; Typing Screen Objects; Managing Documents; Protecting and Finding Documents; Printing Documents

4. Formatting Documents

Working with Text; Formatting Text; Formatting Paragraphs; Bulleted and Numbered Lists; Copying and Moving Text; Spelling and Grammar; Page Formatting; Creating Tables; Mail Merge

5. Introduction to Internet

Getting Connected to Internet; Types of Internet Connections; Internet Terminology; Understanding Internet Address; Web Browser and Internet Services

6. Formulas, Functions and Charts

Basics of Spreadsheet; Selecting, Adding and Renaming Worksheets; Modifying a Worksheet; Workbook Protection; Formulas and Functions; Copying a Formula; Types of Functions; Types of Charts; Auto Shapes and Smart Art

7. Online Applications

URL; Web Servers; Search Engines; Telnet, FTP; Email; Social Networks, Blogs; Video Conferencing; e-Commerce; m-Commerce; VOIP