

GOVERNMENT OF JAMMU AND KASHMIR
JAMMU & KASHMIR SERVICES SELECTION BOARD
Muthi, Akhnoor Raod, Jammu/Zamzam Complex Rambagh Srinagar
www.jkssb.nic.in

NOTICE

Subject: Syllabus for the various post of Junior Assistant and Junior Stenographer/Junior Scale Stenographer of various department advertised vide Notification No. 08 of 2025 dated 27.09.2025.

The Jammu and Kashmir Services Selection Board has advertised the Various posts of Junior Assistant and Junior Stenographer/Junior Scale Stenographer vide Advertisement Notification No. 08 of 2025 dated 27.09.2025. In this regard, the syllabus for the various posts mentioned below are hereby notified, as detailed in **Annexure "A" and "B"** to this notice.

S. No.	Name of the post	Syllabus Annexure
1.	Junior Assistant	"A"
2.	Junior Stenographer/Junior Scale Stenographer	"B"

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


23.12.2025
(Reyaz Ahmad Malik) JKAS
Controller of Examination
J&K Services Selection Board

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

Dated: 23.12.2025

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 Chairperson, 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 Written test (Objective Type)

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.

Unit IV Basic Concepts of Computers 20 Marks

- (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"

Syllabus for Written Test (Objective Type)

Marks: 60

Time: 60 Minutes

S. No.	Subjects/ Topic	Marks assigned
1	GENERAL AWARENESS with Special reference to J&K UT	20
2	GENERAL ENGLISH & COMPREHENSION	20
3	GENERAL INTELLIGENCE & REASONING	10
4	COMPUTER APPLICATIONS	10
TOTAL		60

1. GENERAL AWARENESS with special reference of J&K UT.

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

2. GENERAL ENGLISH & COMPREHENSION

- (i) Tenses
- (ii) Narration
- (iii) Modals
- (iv) Articles
- (v) Reading Comprehension
- (vi) Fill in the blanks with Phrases, Pronouns, homonyms/ homophones etc
- (vii) Clauses
- (viii) Synonyms and antonyms
- (ix) Pairs of words and their use in meaningful sentences.
- (x) Rearranging of jumbled sentences.
- (xi) Idioms and phrases.
- (xii) Uses of Prepositions.
- (xiii) Active & Passive Voice
- (xiv) Error Spotting
- (xv) Sentence Correction
- (xvi) Spellings Correction

3. GENERAL INTELLIGENCE & REASONING

- (i) Number series, Letter series, Semantic Series, Speed, Distance and Time, Statements and conclusions, Logical Reasoning, Mental Reasoning, Word Building, Numerical Operations, Semantic Analogy, Symbolic/ Number

Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Problem Solving.

(ii) Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters.

4. COMPUTER APPLICATIONS

- (i) Basic Applications of Computer and its component.
- (ii) Fundamentals of computer sciences.
- (iii) Hardware & Software, Concept of Open-Source Technologies.
- (iv) Input & output Devices.
- (v) Knowledge of MS Word, MS Excel, MS Access, MS PowerPoint, PDF Internet and E-mail.
- (vi) Concept of Computer Virus and Latest Anti-Virus.
- (vii) Terms and Abbreviation used in IT.
- (viii) Role of Information Technology in Governance