



Directorate of Information Technology & Support System  
**University of Kashmir**  
Hazratbal, Srinagar-190006, Kashmir, J&K (India)

**Syllabi for Computer Assistant**

**1. English:**

- i) Preposition
- ii) Antonyms & Synonyms
- iii) Verbs
- iv) Spellings
- v) Choosing the correct/incorrect sentence
- vi) Rearrangement of a sentence in paragraph
- vii) Spotting errors

**2. General Knowledge**

- i) General current events (National Level)
- ii) Sports
- iii) Capital/State
- iv) General Science
- v) Health, Hygiene and Sanitation
- vi) Geography of Jammu and Kashmir

**3. Fundamentals of Information Technology & Computer Applications**

- i) Importance of IT
- ii) Computer Components
- iii) Input & output Devices
- iv) Internet and its uses
- v) Types of operating systems
- vi) Types of computer storage
- vii) Knowledge of MS Word, MS Excel, MS PowerPoint, PDF and E-mail.