

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT SRINAGAR  
(Chief Justice's Secretariat)**

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Email: [cjsec.highcourt@gmail.com](mailto:cjsec.highcourt@gmail.com)

**N O T I C E**

No : 2429/2024/Psy

Dated: 19/09/2024

In continuation of Advertisement Notification No. 06 of 2024/Psy Dated 28.08.2024, the criteria and syllabi for online examination for the posts shown in the aforementioned advertisement notification are notified as per the details given in Annexure "A" to this notification.

Furthermore, the number of posts of System Assistants, advertised vide Advertisement Notification No. 06 of 2024/Psy Dated 28.08.2024 shown at serial no. 4 of the notification, is raised from 04 to 05, therefore, the revised category-wise break-up of posts is shown as under:

OM	SC	ST1	ST2
02	01	01	01

This notice is for the purpose of intimation to the prospective candidates who have applied/are applying for the posts so advertised.

By Order.

  
(M. K. Sharma)

Principal Secretary to  
Hon'ble the Chief Justice

No: 1376-87/Psy-671

Dated : 19-09-2024

**Copy to :**

1. Registrar General, High Court of J&K and Ladakh, Srinagar for information.
2. Registrar Vigilance, High Court of J&K and Ladakh, Srinagar for information.
3. Registrar Rules, High Court of J&K and Ladakh, Srinagar for information
4. Secretary to Hon'ble Mr. Justice Sanjeev Kumar for the information of his lordship.
5. Secretary to Hon'ble Mr. Justice Sanjay Dhar for the information of his lordship
6. CPO e-Court, High Court of J&K and Ladakh, Srinagar for uploading on the High Court website
7. Director Information, Jammu/Srinagar with the request to publish the above Notice in two Daily Newspapers having wide circulation in both the divisions of UT of J&K
8. Director, Doordarshan Jammu/Srinagar for broadcast of the above Notice in News & Employment Bulletin
9. Director, All India Radio, Kashmir Jammu/Srinagar for broadcast of the above Notice in News & Employment Bulletin
10. M/s Scope Testing Services Pvt. Ltd., C-30, Community Centre, Janak Puri, above Shri Ram Insurance Building, Near Janak Cinema Complex, New Delhi-110058 for information & necessary action.
11. Incharge Librarian, High Court of J&K and Ladakh, Srinagar/Jammu for keeping record of the same.
12. Office file

  
Principal Secretary to  
Hon'ble the Chief Justice

**Annexure – “A”**  
**HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT SRINAGAR**  
**(Hon’ble Chief Justice’s Secretariat)**

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**Criteria/Syllabi**

The following criteria/syllabi may be fixed for online examination for the posts of Junior Assistants, Steno-Typists, System Officer and System Assistant advertised vide notification No 06/2024/Psy dated 28.08.2024:

**FOR THE POSTS OF JUNIOR ASSISTANTS:-**

**Test Structure:**

- (i) The test shall comprise of an online computer based written Examination carrying 80 marks;
- (ii) The Interview shall be of 20 marks;
- (iii) The computer based written Examination shall be of 80 minutes duration.
- (iv) The question paper shall comprise of 80 questions and each question shall carry one mark. Each question will contain multiple choices.
- (v) There shall be no negative marking;
- (vi) There may be no cut off point or pass marks in the written Examination, instead candidates shall be called for interview in the ratio of 5:1, on the basis of their merit obtained in the online computer based test.

**Syllabus for the online Examination:**

- (i) The question paper shall comprise of following four parts with breakup of marks given against each part:
  - a) General English =30 marks;
  - b) General Knowledge/Current Affairs =25 marks;
  - c) Basic Concepts of Computers =15 marks;
  - d) Job related awareness =10 marks.
- (ii) The syllabus for each part is given below:

**Part-I General English:**

This part may comprise questions relating to the General English awareness of the candidates, including grammar, with special focus on Articles, Verbs, Tenses, Prepositions, Voice, Synonyms, Antonyms or Punctuations etc; and factual understanding of events, dates, people, idioms or phrases etc.

**Part-II General Knowledge:**

This part may comprise questions relating to the current affairs.

**Part-III Computers:**

This part may comprise question relating to the knowledge of basic concepts about computer systems.

**Part-IV Court related:**

This part may comprise job related questions including the terminologies generally used in the official/Court work and types of communications etc.

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## **FOR THE POSTS OF STENO-TYPISTS:-**

The minimum standard for qualifying the Shorthand and Type writing test may be prescribed as under:

- a) 60 words per minute for shorthand; and
- b) 30 words per minute for Typing on computer keyboard.

## **FOR THE POSTS OF SYSTEM OFFICER /SYSTEM ASSISTANT:-**

### **Test Structure:**

- (i) The test shall comprise of an online computer based written Examination carrying 80 marks;
- (ii) The Interview shall be of 20 marks;
- (iii) The computer based written Examination shall be of 80 minutes duration.
- (iv) The question paper shall comprise of 80 questions and each question shall carry one mark. Each question will contain multiple choices.
- (v) There shall be no negative marking;
- (vi) There may be no cut off point or pass marks in the written Examination, instead candidates shall be called for interview in the ratio of 5:1, on the basis of their merit obtained in the online computer based test.

### **Syllabus for the online Examination:**

- (i) The question paper shall comprise of following four parts with breakup of marks given against each part:
  - a) Computer related = 50 marks
  - b) General English = 10 marks;
  - c) General Knowledge/Current Affairs = 10 marks;
  - d) Court related knowledge = 10 marks

- (ii) The syllabus for each part is given below:

### **A - for System Officer**

#### **Part -I Computer related:**

#### **Section 1: Basics of Computers**

##### **Introduction to Computers**

- Definition and classification (Desktop, Laptop, Workstation, Server)
- Components of a Computer System: Hardware and Software
- Understanding Operating Systems: Types (Windows, Linux, macOS), basic functions

##### **Computer Hardware**

- Input/output Devices: Keyboard, Mouse, Monitor, Printers, etc.
- Central Processing Unit (CPU): Functions, types, and architecture basics
- Memory and Storage: RAM, ROM, Hard Drives, SSDs, types of storage media
- Motherboard and its components: Chipsets, buses, ports

##### **Software Fundamentals**

- System Software: Operating Systems, Utility Software
- Application Software: Productivity tools, antivirus, browsers
- Installation and Configuration of Software: Common practices and troubleshooting
- OS Security: User management, permissions, system hardening techniques

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## Section 2: Basics of Networks

### Network Protocols

- TCP/IP Model and OSI Model: Layers, functions, and key differences
- Common Network Protocols: HTTP/HTTPS, FTP, SMTP, DNS, DHCP
- IP Addressing: IPv4 vs. IPv6, Subnetting, CIDR notation

### Wireless Networking

- Basics of Wi-Fi: Standards (802.11a/b/g/n/ac/ax), SSID, security (WPA/WPA2/WPA3)
- Bluetooth and other wireless technologies: Basics and use cases

## Section 3: Basics of Servers

### Introduction to Servers

- Definition and Purpose of Servers
- Types of Servers: Web Server, File Server, Database Server, Mail Server, etc.
- Server vs. Workstation: Key differences and use cases
- Server Hardware
- Server Components: CPU, RAM, Storage (RAID configurations)
- Power Supply and Cooling: Importance and types

### Server Operating Systems

- Overview of Server OS: Windows Server, Linux Distributions (e.g., Ubuntu Server, CentOS)
- Basic Configuration and Administration: User management, permissions, roles
- Remote Management Tools: SSH, Remote Desktop, Web-based interfaces

### Introduction to Virtualization

- Basics of Virtual Machines: Definition, use cases
- Virtualization Platforms: VMware, Hyper-V, KVM

## Section 4: Security Basics

### Computer and Network Security

- Understanding Cyber Threats: Viruses, Malware, Phishing, DDoS attacks
- Basic Security Measures: Firewalls, Antivirus, Anti-Malware

### Backup and Recovery

- Importance of Backups: Types (Full, Incremental, Differential)
- Backup Strategies: On-site, Off-site, Cloud-based

## Section 5: Job-Related Troubleshooting

### Troubleshooting of Computers

- Advanced Desktop Issues: Resolving complex software conflicts, user profile issues, data migration
- Resolving Software Issues: Operating system errors, application crashes, slow performance
- Peripheral Troubleshooting: Printer issues, connectivity problems, device driver errors
- Patch Management Issues: Troubleshooting failed patches, rollbacks, and deployment strategies

- Identifying Hardware Issues: Common problems (e.g., faulty RAM, overheating, disk errors)

#### Network Troubleshooting

- Diagnosing Network Connectivity Problems
- Troubleshooting Network Devices: Issues with routers, switches, and wireless access points
- Resolving IP Address Conflicts and DHCP issues

#### Server Troubleshooting

- Server Boot Issues: Diagnosing and fixing boot failures, BIOS issues
- Service Management: Restarting, stopping, and configuring services

### **B - for System Assistant**

#### Section 1: Basics of Computers

##### Introduction to Computers

- Definition and classification (Desktop, Laptop, Workstation, Server)
- Components of a Computer System: Hardware and Software
- Understanding Operating Systems: Types (Windows, Linux, macOS), basic functions

##### Computer Hardware

- Input/output Devices: Keyboard, Mouse, Monitor, Printers, etc.
- Central Processing Unit (CPU): Functions, types, and architecture basics
- Memory and Storage: RAM, ROM, Hard Drives, SSDs, types of storage media
- Motherboard and its components: Chipsets, buses, ports

##### Software Fundamentals

- System Software: Operating Systems, Utility Software
- Application Software: Productivity tools, antivirus, browsers
- Installation and Configuration of Software: Common practices and troubleshooting

#### Section 2: Basics of Networks

##### Network Protocols

- TCP/IP Model and OSI Model: Layers, functions, and key differences
- Common Network Protocols: HTTP/HTTPS, FTP, SMTP, DNS, DHCP

#### Section 3: Basics of Servers

##### Server Operating Systems

- Overview of Server OS: Windows Server, Linux Distributions (e.g., Ubuntu Server, CentOS)
- Remote Management Tools: SSH, Remote Desktop, Web-based interfaces

#### Section 4: Job related Troubleshooting

- Identifying Hardware Issues: Common problems (e.g., faulty RAM, overheating, disk errors)
- Resolving Software Issues: Operating system errors, application crashes, slow performance
- Peripheral Troubleshooting: Printer issues, connectivity problems, device driver errors
- Common Desktop Issues: Resolving user complaints related to software, internet, and hardware
- Video Conferencing equipment troubleshooting

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*19/09/21*

**C - for System Officer/Assistant**

**Part-II General English:**

This part may comprise questions relating to the General English awareness of the candidates, including grammar, with special focus on Articles, Verbs, Tenses, Prepositions, Voice, Synonyms, Antonyms or Punctuations etc; and factual understanding of events, dates, people, idioms or phrases etc.

**Part-III General Knowledge:**

This part may comprise questions relating to the current affairs.

**Part-IV Court related:**

This part may comprise job related questions including the terminologies generally used in the official/Court work and types of communications etc.

*MS*  
19/09/24