

4. ELIGIBILITY CRITERIA:

a) Age limit(as on 01.09.2026):

- i) Candidates should have completed 18 years of age.
- ii) Candidates should not have completed **35 years** of age i.e., should not have been born before 02.09.1991. Age barred will be summarily rejected and no correspondence in this regard will be entertained.

b) Educational Qualifications:

Candidates must possess B.Sc (Computer Science) / B.Sc (IT) / BCA / B.E. (Computer Science) / B.Tech / MCA / M.Sc (Computer Science) / M.E (Computer Science) / M.Tech / M.Sc (IT).

5. EXAMINATION FEE:-

-NIL-

6. MODE OF SELECTION:-

The selection of Candidates will be based on (a) Written-cum-Skill Test; and
(b) Viva Voce in the following manner:

Duration: 60 minutes

a) Written Examination (25 Marks) (Minimum Qualifying Marks: 10)

The Written test will consist of 25 Multiple Choice questions (Objective type).
Each question will carry one mark.

Syllabus:

1. Windows and Linux Basics

- Basic operating system concepts
- Types of Operating Systems
- File and folder management
- User accounts and permissions
- Software installation and updates
- Basic Windows and Linux commands

2. **Networking**

- Basic networking concepts
- LAN, WAN and Wi-Fi
- IP address, DNS and DHCP
- Switches, routers and firewalls
- Network cables and connectivity
- Basic network commands and troubleshooting
- Internet and network security basics

3. **PDF and Document Handling and Processing**

- Creating and managing documents
- Types of Documents and its extensions
- Office and Excel basics
- PDF creation, conversion, merging and splitting
- Digital signatures
- File naming, organization and security

4. **Video Conferencing**

- Basic video conferencing concepts
- Microphones, speakers, cameras and displays
- Audio and video configuration
- WebEx, Microsoft Teams and other video conferencing platforms
- Basic components for Video Conferencing and troubleshooting (hard and soft VC)

5. **Hardware Troubleshooting**

- Basic computer hardware components
- CPU, RAM, HDD/SSD and motherboard
- Printers, scanners and peripheral devices
- Hardware installation
- Backup Procedures
- Basic fault identification and troubleshooting
- Preventive maintenance

6. **Internet Basics**

- Basic Internet concepts
- Web browsers and search engines
- Websites, URLs and DNS
- Email and attachments
- Internet connectivity and Wi-Fi
- Cloud services
- Cyber security and safe Internet usage
- Phishing, malware and password security

b) **Skill Test(25 Marks) (Minimum Qualifying Mark: 10)**

Candidates skill in Computers would be tested, as per the following Syllabus.

Syllabus:

- ➔ Scanning and Converting Documents to OCR,
- ➔ Conversion of PDF to OCR,
- ➔ Handling Libre Office,
- ➔ Configure local area network (IP Configurations),
- ➔ Hardware Trouble shooting and Driver installations

Note:For Viva voce, the candidates will be short listed as per merit based on the marks secured by them in the Written-cum-skill test from among the qualified Candidates in the **ratio of 1:3**. However, in case of 2 or more Candidates scoring equal marks, those Candidates will be called for viva voce.

c) **Viva Voce:**

Maximum Marks: 50

Minimum Qualification Marks: 20

The Object of Viva Voce is to assist the suitability of the Candidates by judging their mental alertness, skills, attitude, ethics, character, experience in Computer Skill, Computer Network, Database, OS etc.