

KPTCL Junior Assistant Syllabus 2022

March 9, 2022

★★★★★ 5/5 - (1 vote)



KPTCL Junior Assistant Syllabus 2022 Computer Literacy KPTCL Junior Assistant Syllabus, General Awareness and Aptitude KPTCL Junior Assistant Syllabus, General English / General Kannada KPTCL Junior Assistant Syllabus

Exam Pattern KPTCL Junior Assistant 2022

SUBJECTS	MARKS
Computer Literacy	20
General Awareness and Aptitude	50
General English / General Kannada	30

Syllabus KPTCL Junior Assistant 2022

1. Computer Literacy
2. General Awareness and Aptitude
3. General English / General Kannada

1. Computer Literacy KPTCL Junior Assistant Syllabus

Computer Literacy KPTCL Junior Assistant Syllabus

Computer Concepts – Parts of a Computer, Peripherals and their function
Computer Applications Security Internet Basics – Storage, processor, display, mouse, ports, CD Drive, printer and scanner Email, Packaged Applications, Customized Applications Passwords, Virus, Backup Accessing the Internet Search Engines

MS Excel – Basic Operations and handling text Handling Numbers: Simple arithmetic operations and formatting Handling Dates Page Formatting, Setup and Printing

Opening and saving, entering and editing data, copying and moving data, inserting and deleting rows and columns, merging cells Addition, subtraction, Multiplication, Division, Average, decimals, currency, percentage Formatting and creating series Selecting Print area, setting Margins and adjusting size

MS Word – Basic Operations Text Formatting Page Formatting, Setup and Printing Enhancing documents

Opening and saving, copying and moving, finding and replacing Using Formatting Toolbar for Bold, Italics, text orientation, selecting font size, colour, type and styles Bullets and Paragraphs Margins and Page Breaks Inserting objects, hyperlinks, and tables

MS- PowerPoint – Basic Operations Slide Layouts, Master Slide Enhancing slides Printing Slides and Handouts

Opening, entering and formatting text in different parts of a slide and saving Creating and applying a Master layout, changing theme and background Inserting objects, Animation and Creating a Slide Show Adjusting number of slides per page, printing with borders

Applications of Computer in Government

MS office, Word (operations in letter typing etc). Excel (report formatting futures etc). PowerPoint Presentations, Outlook express or email handlings, MS Access or Database basic concepts, emails etc.,

General knowledge of computer industry (like manufacturing companies, available main software, Famous Net Applications, Free email providers etc).

2. General Awareness and Aptitude KPTCL Junior Assistant Syllabus

General Awareness and Aptitude KPTCL Junior Assistant Syllabus

General Awareness

- a. Constitution of India
- b. Indian History and culture, with particular reference to Karnataka
- c. General and Economic Geography of India, with particular reference to Karnataka
- d. Current events
- e. every day science and such matters of every day observation

Aptitude

1. Quants Time and Work
2. Average Problem on periods
3. Trigonometry etc
4. Square Root and Cube Root
5. HCF and LCM
6. Ratio and Proportion
7. Percentage
8. Partnership
9. Problem on trains
10. Profit and loss
11. Number System
12. Decimals

13. Fractions
14. Simplifications
15. Coding decoding
16. Directions
17. Permutation and combination
18. Logical thinking
19. Basic Algebra
20. Probability
21. Graphs and Tables
22. Blood Relations

3. General English / General Kannada KPTCL Junior Assistant Syllabus

General English / General Kannada KPTCL Junior Assistant Syllabus 2022

General English

- a. English grammar,
- b. vocabulary,
- c. spelling,
- d. synonyms,
- e. antonyms,
- f. power to understand and comprehend English language and ability to discriminate between correct and incorrect usage,

General Kannada



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https://in.pinterest.com/shikarat_com/



Website

www.shikarat.com



Email

Admin@shikarat.com



Instagram

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- 1) ಕನ್ನಡ ವ್ಯಾಕರಣ,
- 2) ಶಬ್ದ ಸಂಪತ್ತು,
- 3) ಕಾಗುಣಿತ,
- 4) ಸಮಾನಾರ್ಥಕ ಪದಗಳು,
- 5) ವಿರುದ್ಧಾರ್ಥಕ ಪದಗಳು
- 6) ಕನ್ನಡ ಭಾಷೆಯನ್ನು ಅರಿಯುವ ಮತ್ತು ಗ್ರಹಿಸುವ ಅಭ್ಯರ್ಥಿಯ ಶಕ್ತಿಯ ಮತ್ತು ಅದರ ಸರಿಯಾದ ಹಾಗೂ ತಪ್ಪು ಬಳಕೆ ಇತ್ಯಾದಿಗಳನ್ನು ಪರಿಶೀಲಿಸುವ ಅಭ್ಯರ್ಥಿಯ ಸಾಮರ್ಥ್ಯ.

Negative Marking KPTCL Junior Assistant 2022

There is a negative marking of 0.25 for every wrong answer. No marks are awarded or subtracted for unattempt questions. **Negative marks = 0.25 per question**

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