

Syllabus for Written Test for Departmental selection to the post of Jr. DEO(T), T&S Gr. "E"- 2021

1. Subject Knowledge


- i. Fundamental of Computers
 - a. Generation of Computers
 - b. Binary Numbers
- ii. Software Concepts
 - a. Types of Software
 - b. System Software
 - c. Application Software
 - d. Utility Software
- iii. Hardware Concepts
 - a. PC
 - b. Types of Printers
 - c. Peripherals (Scanner, UPS etc.)
- iv. Operating Systems
 - a. DOS
 - b. UNIX, Linux, Windows etc.
- v. MS-Word
 - a. Basics of MS-Word
 - b. Creating a document
 - c. Saving and Printing a document
- vi. MS-Excel
 - a. Basics of MS-Excel
 - b. Creating an excel file
 - c. Saving & Printing an Excel File
- vii. MS-Power point
 - a. Basics of MS-Power point
 - b. Creating a power point file
 - c. Saving & Printing a power point file.
- viii. Internet & E-mail
 - a. History of Internet
 - b. Web Browsers
 - c. Creating E-mail account

2. Mental Ability/ Quantitative Ability

3. Logical & Reasoning Skills

4. Knowledge regarding CIL/SECL

5. General Awareness


28.01.2021
महाप्रबंधक (प्रणाली)/विभागाध्यक्ष
एस.ई.सी.एल., बिलासपुर (छ.ग.)
G.M. (Systems)/H.O.D.
S.E.C.L., Bilaspur (C.G.)