

**HIGH COURT OF JAMMU AND KASHMIR AT SRINAGAR**  
(Office of the Registrar General)

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**Notification**

No:- 51 /NG

**Dated:**17.10.2020

Whereas, advertisement Notices No. 03/2018 dated 10.09.2018 and No. 107 dated 13.04.2009, were issued by the High Court for filling up the vacant posts of Data Entry Operators and Computer Operators in the pay scale of Rs. 4500-7000 pre-revised, now revised as Level-5 (29200-92300) and Rs. 4000-6000 pre-revised, now revised as Level-4 (25500-81100) respectively.

Whereas, the Hon'ble Committee for Appointment and Promotion of Officials/Officers of the High Court Staff has been pleased to resolve to conduct online Computer based Written Examination of all the eligible candidates who have applied for the said posts pursuant to the aforementioned Notices simultaneously at Srinagar, Jammu and Leh in near future. The date, time and venue of the said Examination/Test will be notified separately.

Whereas, the candidates belonging to the UT of Ladakh who have applied for the said posts pursuant to the aforesaid Advertisement Notices prior to the creation of UT of Ladakh, are hereby directed to give their option, within two days positively, regarding the Examination centre in which they opt to appear in the examination i.e., either at Srinagar or Jammu or Leh on the official e-mail of the Registrar General, i.e., [rg.jkhc@indiancourts.nic.in](mailto:rg.jkhc@indiancourts.nic.in)

Whereas, the test structure, syllabus and type of question paper for the posts of Data Entry Operators and Computer Operators would be as follows:

**Test Structure:**

- (i) The test will 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 will be no negative marking;
- (vi) There will 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 i.e., five candidates against one vacancy on the basis of their merit obtained in the online computer based written Examination.

**Syllabus for the online Examination for the posts of Data Entry Operator AND Computer Operator would be as follows:**

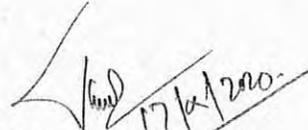
The question paper shall comprise of following five parts with breakup of marks given against each part:

- a) General English = 20 marks;
- b) General Knowledge/Current Affairs = 15 marks;
- c) General Science = 05 marks;
- d) Mental ability = 05 marks;
- Computer Applications/Job related Awareness = 35 marks.

**For Data Entry Operator:** The Job related questions shall include questions on fundamentals of computer sciences, Hardware & Software, Input and Output devices, Operating systems, M.S. Word, M.S Excel, M.S Access and Power Point Presentation, e.mail & Internet etc.

**For Computer Operator:** The Job related questions shall include questions on Digital Electronics, Computer Programming, Database Management Systems, Operating Systems, Multimedia Applications, Data Structures, Object Oriented Language using Java Programming, Computer Networks, Generic skills, Visual programming using NET, Wireless Communication, Software Engineering etc.

**By Order**

  
(Jawad Ahmed)  
Registrar General

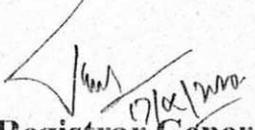
No: 9790-815 INQ

Dated: 17.10.2020.

Copy to the:-

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Srinagar.
2. Secretary to Hon'ble Mr/Mrs. Justice \_\_\_\_\_  
.....for information of their Lordships.
3. Registrar Vigilance, High Court of J&K, Srinagar.

4. Registrar Computers, High Court of J&K, Srinagar.
5. Principal District and Sessions Judge, Srinagar, Jammu, Leh & Kargil.
6. Registrar Rules, High Court of J&K, Srinagar.
7. Registrar Judicial, High Court of J&K, Srinagar/Jammu.  
....for information and for taking all necessary actions.
8. Director Information, J&K, Jammu with the request to get the notification duly published in the two leading English newspapers of Jammu and Srinagar.
9. Director Information, Leh, UT of Ladakh with the request to get the notification duly published in the two leading English newspapers of UT of Ladakh.
10. Director, Doordarshan Kendra, Srinagar/Jammu with the request to broadcast the above Notification in news and Employment Bulletin.
11. Director, Radio Kashmir, Srinagar/Jammu/Leh/Kargil with the request to broadcast the above notification in news and Employment Bulletin.
12. CPC e-Courts, High Court of J&K, Srinagar for information and uploading the same on the official website of the High Court of J&K.

  
**Registrar General**