पाठ्यक्रम
छत्तीसगढ़ उच्च न्यायालय, बिलासपुर के अंतर्गत
डाटा एंट्री ऑपरेटर
कुल अंक –150

Section I:

50 Marks

1. Analytical Reasoning Skills (15 marks)
2. Quantitative Skills: Arithmetic, Elementary Algebra, Commonly known concepts of Geometry (15 marks)
3. Verbal Skills Reading Comprehension, Sentence Correction, and Sentence Completions (20 marks)

Section II:

100 Marks

Operating System: Working with MS DOS, Operating Hard disks and latest removable storage devices, demonstrating the partition of hard disk. Booting process. Booting computer in DOS and Windows environment Practicing DOS commands – formatting, copying, deleting, moving and renaming etc.

MS Windows & Ubuntu: Using desktop, taskbar, start button, title bar, menus and help. My Computer & Recycle bin. Creating, deleting and renaming of files, folders & short cuts. Operating & closing of OS. Using different windows at a time. Moving through windows and mouse, File management Through OS. Storage & retrieval of data – concepts of tracks, sectors, cylinders, boot record, disk partition and file allocation table. System Software, Application Software, functions of OS, Booting, post, booting sequence, cold boot, warm boot.

Word processing: Data processing in various software their features, versions and advantage, operation of word processor, Application of MS word, Document enhancement, Advance application, Printers, resolution, specifications different types and their applications. Scanners specification and applications.

Spreadsheet, Power Point, Access: Spreadsheet packages, MS Excel Application and Excel commands. Advanced application of MS Excel. Preparation of PowerPoint. Concept of Database/relational database management systems, Records, fields, different types of fields. Various types of database systems. Introduction to various database languages such as dbase, FoxPro, Visual Basic, Oracle and SQL.

Working with LAN: Networking concepts, LAN, WAN, their applications.

Antivirus: Concepts of virus, how computer get affected, Antivirus tools, protection

Network and Internet: Concepts of Network, internet, intranet, ISDN, Broadband concepts and applications.

4.11.2018

SYLLABUS FOR SKILL TEST FOR THE POST OF DATA ENTRY OPERATOR

Data Entry Operator	Knowledge of Linux enviourment, Libre Office (Calc, Writer, Impress) Knowledge of Internet (Web browsing, Searching, e-Mail handling) OS installation on Desktop and Laptop (Total marks for Skill Test : **50 marks**)

The unreserved candidates shall have to secure minimum 50% marks and SC, ST & OBC category candidates shall have to secure minimum 40% marks for qualifying the respective skill tests mentioned above.

The select lists for the posts will be prepared on the basis of total marks obtained by the candidates in the respective written and skill tests.

4.11.2013