

Tentative Syllabus for the Post of Junior Laboratory Assistant (Technical)
Centre for Continuing Education (CCE), Post Code: 016
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Part A: Technical

Computer fundamentals including components of computer systems, memory, storage devices, input/output devices, system and application software, and operating system basics.

Office automation tools such as MS Word, MS Excel (formulas and functions), MS PowerPoint, email systems, and basic document management.

Computer networking concepts including types of networks, wired and wireless networking (Wi-Fi setup and security), and network devices such as router, switch, hub, modem, and access point.

Basics of server concepts, client-server architecture, and introduction to cloud computing and cloud service models.

Programming fundamentals including algorithms, flowcharts, variables, data types, conditional statements, loops, and basic understanding of C/Python.

Web concepts including basics of HTML, structure of web pages, common HTML tags, web browsers, web servers, and introductory knowledge of CSS and JavaScript.

Computer hardware components, assembly and disassembly of computer systems, installation of operating systems and device drivers, troubleshooting, preventive maintenance, and power backup systems.

Basics of multimedia and audio-visual systems, studio setup for online classes, video conferencing tools, recording and streaming fundamentals, and overview of learning management systems.

Part B: Basic Aptitude

General English comprehension and basic technical terminology.

Numerical ability including basic arithmetic such as percentages, ratios, averages, and simple calculations.

Logical reasoning and analytical ability.

General awareness related to Information Technology, Digital India initiatives, ICT in education, and distance/online education systems.

General Awareness and Current Affairs: Current Affairs, Government schemes, Economics, Geography, Indian History, Indian Polity, Indian Constitution, Knowledge of IIT system and its Act, Statutes, etc.