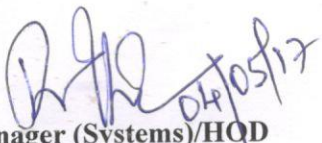
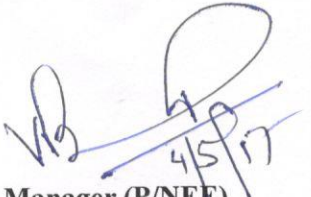


Syllabus for Internal selection of employees for the post of Jr. Data Entry Operator, T&S Gr. "E"

1. Fundamental of Computers
 - a. Generation of Computers
 - b. Binary Numbers
2. Software Concepts
 - a. Types of Software
 - b. System Software
 - c. Application Software
 - d. Utility Software
3. Operating Systems
 - a. DOS
 - b. UNIX, Linux, Windows etc.
4. MS-Word
 - a. Basics of MS-Word
 - b. Creating a document
 - c. Saving and Printing a document
5. MS-Excel
 - a. Basics of MS-Excel
 - b. Creating an excel file
 - c. Saving & Printing and Excel File
6. MS-Power point
 - a. Basics of MS-Power point
 - b. Creating a power point file
 - c. Saving & Printing a power point file.
7. Computer Peripherals
 - a. Types of Printers
 - b. Scanners
 - c. UPS
8. Internet & E-mail
 - a. History of Internet
 - b. Web Browsers
 - c. Creating E-mail account

Note: The written examination as per above syllabus is likely to be held in the month of June-2017, for which specific date will be notified separately in due course.


General Manager (Systems)/HOD
SECL, Bilaspur


General Manager (P/NEE)
SECL, Bilaspur