KADAMBA TRANSPORT CORPORATION LIMITED

Syllabus For Assistant Data Entry Operator

(60 MARKS)

1: General English
1. Grammar and usage.
2. Basic principles of official English communication.
3. Drafting of simple official communications.

2: General Knowledge
1. General Knowledge about India
2. General Knowledge about Goa

3: General Intelligence and Reasoning
1. Analogy
2. Problem-solving ability.
3. Basic analytical reasoning.
4. Simple puzzles.

4: Basic Mathematics and Numerical Ability
1. Basic arithmetic operations including percentage, average, ratio and proportion.
2. Simplification.
3. Basic interpretation of tables and numerical data.

5: Computer Knowledge and Applications
1. Fundamentals of Computers
2. Microsoft Word / Word Processing
3. Microsoft Excel / Spreadsheet Applications
4. Other Computer Applications such as Microsoft PowerPoint, PDF documents and their applications, Scanning and conversion of documents, Email composition, attachments and correspondence.
5. Internet usage and online information retrieval.
6. Basic knowledge of digital record management.

6: Data Entry, Record Management and Office Procedures
1. Data Entry and Processing
2. Basic knowledge of office administration and procedures.
3. Preparation and maintenance of notes, official letters and replies etc.
4. Understanding of file movement and file management.
5. Basic knowledge of office discipline and confidentiality.
6. Handling of official documents and correspondence.
7. Basic knowledge of government office procedures.
8. Maintenance of confidential and official records.
9. Assisting in day-to-day administrative and clerical activities.
10. Basic Knowledge of Public Transport Administration and Operations.
11. General awareness of the functions of KTCL.