

## SYLLABUS FOR DATA ENTRY OPERATOR TRAINEES

**Screening Test (Multiple Choice Questions):** ( 50 Marks – 60 minutes)

**General Aptitude & Reasoning:** Analogies, similarities and differences, problem solving, analysis, judgement, decision making, relationship concepts, verbal and figure classification, logical reasoning, Order and ranking, Puzzles, Decision Making, Fundamental arithmetic operations, Profit and Loss, Number Systems and non-verbal series

**General English:** Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages

**Basic Computer Skills:** Application of Computer Software like MS- Word, Excel, Power Point, Tally etc. used in day-to-day office work, Internet, e-mail and various online tools used in day- to-day office work, File Management.

**Full Stack Development\*\*:** HTML, CSS, JavaScript, Responsive web application design, Cross-browser compatibility, API design and integration, Database management, Server management and deployment, LAMP stack – Linux, Apache, MySQL, PHP.

\*\* This portion is only for DEO – technical cadre. Questions from this section will be taken in addition to the other topics mentioned above. For DEO technical cadre, the written test is planned for 70 minutes and 60 marks whereas for DEO ministerial cadre the written test is for 50 marks and 60 minutes. The date for the examination will be informed sooner through our institute web site : [www.nitt.edu](http://www.nitt.edu)