

# SCREENING TEST

## **Assistant Professor (Rog Nidan & Vikriti Vigyan)**

**Short listing of Applicants for Interview** – Candidates will be shortlisted through Screening Test having Multiple Choice Questions (MCQs).

**Number of Questions**– Total number of questions in the Screening Test will be 100.

**Duration of Screening Test** – 90 Minutes

**Language** – English

**Proposed Scheme of Question Paper and Syllabus-**

S. No.	Subject	Number of Questions
1.	Subject	75
2.	Research Methodology & Biostatistics	15
3.	Computer	10
<b>Total</b>		<b>100</b>

**Note:** - Ratio of Ayurveda and Modern questions will be approximately 75:25 wherever applicable.

### Syllabus

#### **Subject & Research Methodology**

Questions will be of Postgraduate level as per NCISM Syllabus.

#### **Computer**

**Knowing Computer:** What is computer; Basic applications of computer; Components of computer system; Central processing unit (CPU); VDU; Keyboard and mouse, other input/output devices; Computer memory; Concepts of hardware and software; Concept of computing, data and information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

**Operating Computer Using GUI Based Operating System:** What is an operating system; Basics of popular operating systems; The User Interface; Using mouse; Using right button of the mouse and moving icons on the screen; Use of common icons; Status bar; Using menu and menu selection; Running an application; Viewing of file, folders and directories; Creating and renaming of files and folders; Opening and closing of different windows; Using help; Creating short cuts; Basics of O.S. setup; Common utilities;

**Understanding Word Processing and M. S. Office:** Word processing basics; Opening and closing of documents; Text creation and manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document; Understanding of components of M.S. Office; M.S. word; M.S. excel sheets; M.S. power point etc;

**Using Spread Sheet:** Basics of spreadsheet; Manipulation of cells; Formulas and Functions; Editing of spread sheet; Printing of spread sheet;

**Introduction to Internet, WWW And Web Browsers:** Basics of computer networks; LAN; WAN; Concept of internet; Applications of internet; Connecting to internet; What is ISP; Knowing the internet; Basics of internet connectivity related troubleshooting; World Wide Web; Web browsing softwares; Search engines; Understanding URL; Domain name; IP address; Using e-governance website;

**Communications and Collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using emails; Document collaboration; Instant messaging; Netiquettes;

**Making Presentation:** Basics of presentation software; Creating presentation; Preparation and presentation of slides; Slide show; Taking printouts of presentation/handouts

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