

Syllabus for Online Written Test Examination (OWT)
For the Position of Contractual District Data Managers (Routine Immunization) Under NHM, Madhya Pradesh

#	Position Name-	Syllabus	Total No of MCQs Question
1		Computer Topics	
	Contractual District Data Managers (RI)	<ul style="list-style-type: none"> • Word processing skills such as creating a document, using spellcheck, creating tables, working with headers or footers, mail merge, document formatting etc. and common word processing-related keyboard commands; • Numeric Skills to deal with numbers and digits, using formulas, references, macros, tables, graphs database through spreadsheets, and common keyboard commands for spreadsheets. Presentation skills for sharing and understanding data in the form of charts, graphs, and data. • Internet skills such as using search engines effectively to get the best-desired result within a short time, uploading and downloading information from the Internet and usage of Internet applications such as websites, browsers, blogs, and Internet services such as Email, video conferencing, Online Collaboration etc. Knowledge of web portals, google Sheets and online data entry. 	40
		<ul style="list-style-type: none"> • Awareness about different aspects regarding computer hardware such as generations and types of computers, printers, input and output devices and hardware components such as Central Processing Unit (CPU) like arithmetic logic units, control unit, memory unit; Universal Serial Bus (USB), Liquid Crystal Display (LCD), Motherboard, Sound Card, Graphics Card, and related concepts; Input Devices such keyboard, mouse, light pen, touch screens, graphics tablets, Joystick, Microphone, Optical Character Reader, MICR, Scanner, digital or web camera, card reader, barcode reader, biometric sensor; Output Devices such as Monitor or visual display unit, printer (impact or non-impact), speaker, plotter; and Secondary Storage Devices such as USB Pen Drives, floppy disks, Compact Disk (CD), Digital Video Disk (DVD), Blue Ray Disk, Solid State Drive etc.; • Awareness regarding different aspects about computer software including software categories such as System Software, Application Software, Embedded Software, Proprietary Software, Open-Source Software; Computer Languages such as Machine Level Language, Assembly Level Language, High Level Language, Interpreter, Compiler; Operating Systems such as Windows and Linux etc. and concepts of Memory Units such as Bit, Byte, Megabyte, Gigabyte, Terabyte etc. • Awareness of generic steps required for setting up a computer, booting and shutting down, logging on and off to a network, determining an IP address, verifying physical connectivity to a network, installing and updating software packages, disabling applications from running on start-up, uninstalling a software from computer, customizing desktop background, resizing windows, volume controls of computer, setting up a new printer or webcam or scanner or other peripheral devices, understanding of steps to protect computers from power disturbances and basic troubleshooting including power backups. 	20

		<ul style="list-style-type: none"> • Awareness of system Administration and security concepts such as setting options and preferences in an Operating System; encryption of data; keeping personal data private and secure; creating strong passwords; changing passwords; checking a system for bugs, spyware, or other malicious application through virus scanners. • Awareness of concepts and processes related to file management functions such as copying files to memory disk, undoing mistakes, using default help modules, connecting to the Internet, and downloading and uploading files, setup and printing of documents Compressing files, identifying, and selecting suitable file and formats and using them for transferring data. 	
2.		Mathematical & Reasoning Aptitude	15
		<ul style="list-style-type: none"> • Number systems (Fractions, Surds, and decimals, number series) and Arithmetic (Percentage, Profit & loss Discount, Compound Interest & Annuities, Ratio & Proportions, Time, Work & Distance). • Reasoning Aptitude focuses on Verbal and Logical Reasoning focusing on deriving conclusions from logical premises or assessing the validity of arguments based on the statement of facts. 	
3		General Awareness, Current Affairs and MP General knowledge	15
		<ul style="list-style-type: none"> • General knowledge of History, culture and literature, Geography, politics, and economy of Madhya Pradesh. • Current events of International, National and Madhya Pradesh. • General Awareness: 	
4		<ul style="list-style-type: none"> • Basics of National Immunization Program 	10