



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH  
OFFICE THE CHAIRMAN LADAKH POLICE SUBORDINATE SERVICE RECRUITMENT  
BOARD, UT LADAKH.**

e-mail- aig-pers@police.ladakh.gov.in

**Subject: - Syllabus / Test module for desired qualification (Computer test/ Driving test) of candidates possessing one year certificate in computer Application/ Driving License (LMV with TRANS), for direct recruitment to the post of constable/ Executive, Armed/ IRP, HG/CD/SDRF in Ladakh Police notified vide Advertisement No.385 of 2021 dated 16-10-2021 under endorsement No.No.Pers/PHQ/UTL/R-Cts/2021/14813-14822 dated 16-10-2021.**

**1. Computer Test: -**

The detailed syllabus for the practical computer test is as follows.

NAME	CONTENTS OF PART – A
<b>MS- WORD</b>	<ol style="list-style-type: none"> <li>1. Create and save a document using MS WORD               <ol style="list-style-type: none"> <li>a. Deletion of character, word, line and block of text</li> <li>b. Undo and redo process</li> <li>c. Moving, copying and renaming</li> </ol> </li> <li>2. Format the Text document               <ol style="list-style-type: none"> <li>a. Character formatting</li> <li>b. Paragraph formatting</li> <li>c. Page formatting</li> </ol> </li> <li>3. Spell check the document               <ol style="list-style-type: none"> <li>a. Finding and replacing of text</li> <li>b. Bookmarks and Searching for a Bookmarks</li> <li>c. Checking Spelling and Grammar automatically</li> <li>d. Checking spelling and Grammar using Dictionary.</li> </ol> </li> <li>4. Print the document               <ol style="list-style-type: none"> <li>a. Print Preview</li> <li>b. Print Dialog box</li> </ol> </li> <li>5. Mail Merge in MS-word               <ol style="list-style-type: none"> <li>a. Create main document and data file for mail merging</li> <li>b. Merging the files</li> <li>c. Form letters using mail merging</li> <li>d. Mailing labels using mail merging</li> </ol> </li> <li>6. Table creation in MS-word               <ol style="list-style-type: none"> <li>a. Create a table in the document</li> <li>b. Add row, column to a table</li> <li>c. Changing column width the row height</li> <li>d. Merge, split cells of table</li> <li>e. Use formulae in tables</li> <li>f. Sorting data in a table</li> <li>g. formatting a table.</li> </ol> </li> <li>7. Ability to type on qwerty key board of computer at a speed of at least equivalent to 30 words per minute.</li> </ol>
NAME	CONTENTS OF PART-B
	<ol style="list-style-type: none"> <li>1. Create and save a new work book in Excel.</li> <li>2. Entering data into Worksheet.</li> </ol>



<b>MS- Excel</b>	<ol style="list-style-type: none"> <li>3. Editing data of Worksheet.</li> <li>4. Formatting the text in the cells.</li> <li>5. Formatting the numbers in the cell.</li> <li>6. Formatting cells</li> <li>7. Copying format of cell along with data format.</li> <li>8. Changing the height and width of cells.</li> <li>9. Freezing Titles, splitting screen.</li> <li>10. Enter formulae for calculation in the cells.</li> <li>11. Copying the formula over a range of cells.</li> <li>12. Inserting built-in functions in to the cells.</li> <li>13. Create graphs for the data using Chart Wizard.</li> <li>14. Format graphs in Excel.</li> <li>15. Printing of work sheet.</li> </ol>
<b>NAME</b>	<b>CONTENTS OF PART-C</b>
<b>MS-POWER POINT</b>	<ol style="list-style-type: none"> <li>1. Create and save a new presentation using MS Power Point. <ul style="list-style-type: none"> <li>• Layout of opening screen in Power Point</li> <li>• Tool bar in MS Power Point</li> </ul> </li> <li>2. Choose auto layout for a new slide.</li> <li>3. Insert text and pictures into a blank slide.</li> <li>4. Insert new slide into the presentation.</li> <li>5. Apply slide transaction effects.</li> <li>6. Slide show.</li> <li>7. Set animation to text and pictures in a slide.</li> <li>8. Set the sound, order and timing for animation.</li> </ol>
<b>NAME</b>	<b>CONTENT OF PART-D</b>
<b>MS-Access</b>	Creation and manipulation of data basses
<b>NAME</b>	<b>CONTENT OF PART -E</b>
<b>INTERNET</b>	<ol style="list-style-type: none"> <li>1. Browser the net using browser soft wear (Internet explorer, Mozilla Firefox, google chrome etc.).</li> <li>2. Search the web using search engines.</li> <li>3. Create and email account.</li> <li>4. Send and receive email.</li> <li>5. Web content uploading.</li> </ol>

**PRACTICAL/SKILL TEST OF CONSTABLE/DRIVER**

Sl. No.	Subject
1	All Checks before engine starting and knowledge about vehicle sensor and signals and rear view mirror adjustment.
2	Smooth straight head driving with gears changing, top gear speed, change to lower gear from top gear in different traffic condition.
3	Vehicle uphill and downhill operations stop and restart at steep gradient without rolling back.
4	The technique of overtaking, giving pass, change of lanes and lane driving and other precautions,
5	Use of hand signals and electric signals, emergency stops, precautions & safety.
6	Vehicle reversing, Garaging on & off side and taking out vehicle from different restrictions, turning of vehicle left, right and stopping etc.
7	Show courtesy and consideration for the safe and convenience of other road users, as pedestrians, drivers and other motor vehicles or cyclist.
8	Knowledge about mandatory, warning and informatory road signs.



9	Knowledge about driver's duty in case of accident.
10	Knowledge about motor mechanism (The candidate should be able to remove minor defects in vehicle)
11	Knowledge about techniques of parking in different parking slots as per availability.

**Note:-**

1. The test will be conducted only of those candidates who have qualified the PMT/PET test and have opted the desired qualification in their application form.
2. There will be one center for examination each at District headquarters Leh and Kargil.
3. The admit card will be available on the web portal <https://ladakhpolicerecruitment.in/> from **07.04.2022**.
4. Date, Time and Centre of examination will be provided in the Admit Card.
5. The candidates shall bring their original Driving License / Computer Certificate as applicable, to the Examination centre.

The marks for desired qualification will be allotted only on the basis of the desired qualification test.

No. PHQ/LP/SSRB/2022/192-94  
Dated : 05/04/2022

*S. C. 194*  
Stanzin Nurboo  
Chairman,  
Ladakh Police,  
Subordinate Service Recruitment Board.

**Copy to:-**

1. The Add Director General of Police , UT Ladakh.
2. The Deputy Inspector General of Police , LKR UT Ladakh  
.....for favour of information.
3. IC IT Cell PHQ UT Ladakh for uploading on official website.

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