

Test type: Written Exam (Multiple Choice Questions)

Test period: 2 Hours

Total marks: 100

Syllabus for the post of Stenographer

Subject	Topic	Weightage
General English	Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases	20 Questions each 01 mark [20]
General Hindi	<p style="text-align: center;">OR</p> गद्यांश आधारित प्रश्न तत्सम, तद्वच, पर्यायवाची, विलोम, मुहावरे और लोकोत्तियाँ, शुद्ध - अशुद्धवाक्य, संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के लिए एक शब्द	
General Knowledge	India History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current Affairs-India & World	20 Questions each 01 mark [20]
Logical Reasoning	Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities and differences, word building, relation concepts, Arithmetic number series, Semantic Series, Number Series, Coding and Decoding- small & Capital Letters/numbers coding, decoding and classification	20 Questions each 01 mark [20]

Subject	Topic	Weightage
Computer Literacy	Characteristics of Computer, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society- Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance mobile/Smartphone's Information Kiosks	20 Questions each 01 mark [20]
Quantitative Aptitude	Number system, HCF, LCM, Simplification, Decimal Fractions, Ratio and Proportions, Unitary Method, Percentage, Time and Distance, Time and Work, Profit and Loss, Average, Simple and Compound Interest, Menstruation (2 D and 3 D), Algebra, Data Interpretation.	20 Questions each 01 mark [20]

Skill Test

Dictation : 10 mts. @ 80 w.p.m.	Qualifying in Nature
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