

SYLLABUS FOR WRITTEN TEST FOR THE POST OF STENOGRAPHER GRADE-II

General knowledge and Current Affairs – National and International level (20%) :

- Political Issues
- Environmental Issues
- Current affairs
- Science & Technology
- Economic Issues
- History of India with special reference to Indian freedom struggle
- Sports
- Cinema
- Literature

Mental ability, Reasoning and Mathematical skills (35%) :

Verbal Reasoning:

- Analogy
- Classification
- Coding/decoding
- Series
- Direction test
- Mathematical operations
- Odd one out

Non-Verbal Reasoning :

- Analogy
- Classification
- Series

Mathematical skills 10th level:

- Simplification
- LCM and HCF
- Time and Distance
- Profit and Loss
- Simple & Compound Interest
- Time and Work
- Percentages & Averages
- Ratio and Proportion
- Problems on Numbers & Ages
- Statistics
- Data Interpretation
- Mensuration

CPA
26/9/2010

डीन (प्रशासन एवं वित्त)

Computer Awareness (20%) :

- Computer Terminology, Computer Hardware and peripherals
- MS Office (Word, Excel, Power Point, Access)
- Internet applications, Data security/Cyber security

ENGLISH & HINDI Language Proficiency- 10th Level (25%) :

<ul style="list-style-type: none">➤ Synonyms, Antonyms➤ Sentence Correction & Error Detection➤ Fill in the blanks, Tenses & Active/Passive Voice➤ Direct and Indirect speech➤ Idioms➤ Vocabulary, Punctuation, Comprehension➤ Translation from/to Hindi/English	<ul style="list-style-type: none">➤ समानार्थी शब्द, विलोम शब्द➤ वाक्य शुद्धि और त्रुटि की पहचान करना➤ रिक्त स्थान भरें, काल और वाच्य➤ प्रत्यक्ष और अप्रत्यक्ष कथन➤ मुहावरे➤ शब्दावली, विराम चिह्न, गद्य➤ हिंदी से अंग्रेजी में अनुवाद/अंग्रेजी से हिंदी में अनुवाद
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CP
28/9/25

डीन (प्रशासन एवं वित्त)