

Detailed Syllabus for the post of **STENOGRAPHER and LOWER DIVISION CLERK**

Examination Pattern and Syllabus for Name Post:

(i) **STENOGRAPHER** (Post code :192020)

(ii) **LOWER DIVISION CLERK** (Post Code:202020)

Note: Question Level 12th Class standard

| SL. No | Details of Subjects                        | Number of Questions | Total number of Questions | Maximum Marks | Time Duration             |
|--------|--|---------------------|---------------------------|---------------|---------------------------|
| 1      | Part I - English Language                  | 25                  | 100                       | 400           | 1 ½ hours<br>(90 Minutes) |
| 2      | Part II - General Intelligence & Reasoning | 25                  |                           |               |                           |
| 3      | Part III - Quantitative Aptitude           | 25                  |                           |               |                           |
| 4      | Part IV - General Awareness                | 25                  |                           |               |                           |

- Each answer with **CORRECT RESPONSE** shall be awarded **FOUR MARKS**.
- Negative mark i.e., **One(1)Mark** will be deducted for each **INCORRECT RESPONSE**.
- **ZERO** mark will be given for the questions **NOT ANSWERED**

**General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type.

This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

**General Awareness:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution, scientific Research etc.

These Questions will be such that they do not require a special study of any discipline.

**Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation (

**English Comprehension :** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested

**Note: The standard of the questions will be of 10+2 level).**

Note: Please refer the advertisement for more information on scheme of examination

