

**Syllabus for Advt. No. 01/2021**

**Post: Junior Stenographer**

(a) The details of computer based examination are mentioned below:

Part	Subject	No. of Questions	Maximum Marks	Total Duration
I	General Intelligence & Reasoning	50	200 (4 Marks for every correct answer)	2 Hours (2 hours and 40 minutes for the candidates who are allowed use of scribe *)
II	General Awareness	50	200 (4 Marks for every correct answer)	
III	English Language and Comprehension	100	400 (4 Marks for every correct answer)	

\* In case of persons with benchmark disabilities in the category of blindness, the facility of scribe is provided, if desired by the candidate. Also, in case of remaining categories persons with benchmark disabilities, the provision of scribe will be allowed on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution.

(b) Question paper will be of Objective Type Multiple Choice only.

(c) There will be negative marking of 1 mark for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the question.

Indicative Syllabus for Computer Based Mode Examination:

(a) General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(b) General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

(c) For VH candidates of 40% and above visual disability opting for scribe there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.

(d) English Language & Comprehension: In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/ her writing ability, would also be tested.

**Skill test in Typing/Stenography:**

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the Selection Committee will only be called for the Skill Test. The details of the same will be informed later on. While the typewriting test on Computer and proficiency test in stenography will be qualifying in nature, the final merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.



Syllabus of written test for

Junior Secretariat Assistant [G/F&A/S&P]

For these posts, there will be two papers (Paper-I and Paper-II). The second paper will be evaluated only for those candidates who secure the minimum threshold marks (to be determined by the Selection Committee) in the first paper.

Mode of Examination	Computer Based Objective Type Multiple Choice Examination.
Medium of Questions	The questions will be set both in English and Hindi except the questions on English Language.
Standard of exam	Class XII
Total No. of Questions	200
Total Time Allotted	2 hrs 30 minutes

Paper –I (Time Allotted- 90 minutes)

Subject	No. of Questions	Maximum Marks	Negative Marks
Mental Ability Test*	100	200 (Two marks for every correct answer)	<u>There will be no negative marks in this paper</u>

\*Mental Ability Test will be so devised so as to include General Intelligence, Quantitative Aptitude, Reasoning, Problem Solving, Situational Judgment, etc.

Paper-II (Time Alloted – 1 hour)

Subject	No. of Questions	Maximum Marks	Negative Marks
General Awareness	50	150 (three marks for every correct answer)	<u>One negative mark for every wrong answer</u>
English Language	50	150 (three marks for every correct answer)	<u>One negative mark for every wrong answer</u>

Skill test in Typing:

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the Selection Committee will only be called for the Skill Test. The details of the same will be informed later on. The proficiency in computer typing speed and in using computer will only be qualifying in nature. The final merit list will be prepared on the basis of the performance of the candidates in the written examination.