

Syllabus for the written exam of Stenographer Gr.II and Lower Division Clerk

General Awareness: Questions will be designed to test the ability of 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 everyday observation. Questions will also be from the social and economic policies, Indian constitution, Geography, Science, New inventions, discoveries in medical, environment and engineering sectors, Cultural events, Sports, Awards and honours, Books and authors, Persons in news, Social welfare work and projects initiated by the government, National and International days, Eminent personalities, Historical events and Emperors, Forest and climate change, etc. **(20 MCQ)**

General Intelligence and Reasoning: It would include questions of non-verbal type. Test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series, etc. **(20 MCQ)**

Numerical Aptitude: Test will include questions on Number Systems, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Use Of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, LCM, HCF , Arithmetical Computation, Analytical Functions etc. **(20 MCQ)**

Questions from Subjects of 12th standard: Test will include questions on various topics of 12th standard like Laws of motion, Work energy and power, Gravitation. Theory of gasses, Kinematics, Properties of bulk matters, chemical substances, Solutions, Electrochemistry, Chemical kinetics, Elements, Biomolecules, Polymers, World of living, Natural phenomenon, Plant cell culture, Basic forestry, Effects of current, Natural resources, Number system, Algebra, Trigonometry, Mensuration, Statistics, Probability, Geometry, Entrepreneurial opportunities, Resource mobilization, India and the contemporary world, Contemporary India, Democratic Politics, Economic development, Synonyms and Antonyms, Idioms, Judiciary, Human rights in India, Legal services, Arbitration, Tribunal Adjudication and the alternate dispute resolution, Physical fitness, Wellness and Lifestyle, Yoga, Climate vegetation and soil, Natural hazards and disasters, The Earth, Landforms, climate, Life on the Earth, Indian Society, Change and development in Indian Society, Basics in computer science, Programming, Network, Data management, Accountancy, Economics, Statistical tools, etc. **(40 MCQ)**
