

## SCHEME & SYLLABUS OF EXAMINATION OF PART-I FOR STENOGRAPHER (POST NO. 8)

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
			<b>60</b>	<b>180</b>	<b>72</b>
Part-I	Section 'A'	<ul style="list-style-type: none"> <li>• <b>General Knowledge &amp; General Knowledge of Rajasthan:</b> <ol style="list-style-type: none"> <li>1. Events of State, National and International importance</li> <li>2. Geography and Natural Resources of India and Rajasthan</li> <li>3. Agricultural, Social and economic development of India Rajasthan</li> <li>4. Indian Medieval History, Indian struggle for Independence,, and History of Rajasthan</li> <li>5. Culture and heritage of India and Rajasthan</li> </ol> </li> </ul>	20	60	
	Section 'B'	<ul style="list-style-type: none"> <li>• <b>General Science :</b> <ol style="list-style-type: none"> <li>1. Elements, Mixtures and Compounds</li> <li>2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis</li> <li>3. Metals and Non Metals</li> <li>4. Acids, bases and Salts</li> <li>5. Reflection of light and its laws, lenses, human eye, defects of vision and its correction</li> <li>6. Electric current, Electric potential, Ohms law , electric cell and Electric motor</li> <li>7. Human Brain, hormones, human diseases and cure</li> <li>8. Economic importance of animals and plants</li> <li>9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes</li> <li>10. Human blood groups, blood transfusion, Deficiency diseases and cure</li> </ol> </li> </ul>	20	60	

	Section 'C'	<ul style="list-style-type: none"> <li>• <b>Basic Computer Skills</b> <ol style="list-style-type: none"> <li>1. Introduction to Computers</li> <li>2. Computer Systems</li> <li>3. Uses of Computers</li> <li>4. Introduction to the Internet &amp; Search Engines, Internet Applications</li> <li>5. Operating system,</li> <li>6. MS Word Advance</li> <li>7. Database Management System</li> <li>8. MS Excel Advance</li> <li>9. MS PowerPoint Basics</li> <li>10. Microsoft Outlook-Basics</li> </ol> </li> </ul>	20	60	
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**POST NO.8 STENOGRAPHER:**

**SCHEME AND SYLLABUS OF EXAMINATION OF PART-II**

<b>Part</b>	<b>Section</b>	<b>Subject / Syllabus</b>	<b>No. of Questions</b>		<b>Maximum Marks</b>	
<b>Part-II</b>	Section 'A'	<b>सामान्य हिन्दी</b>  संधि और संधि विच्छेद समास, भेद, सामासिक पदों की रचना व विग्रह उपसर्ग एवं प्रत्यय विलोम शब्द एवं अनेकार्थक शब्द विरामचिह्न ध्वनि एवं उसका वर्गीकरण पारिभाषिक शब्दावली (अंग्रेजी भाषा के पारिभाषिक शब्दों के समानार्थक शब्द) शब्द शुद्धि (अशुद्ध शब्दों का शुद्धिकरण) वाक्य शुद्धि (अशुद्ध वाक्यों का शुद्धिकरण) मुहावरे एवं लोकोक्तियाँ पत्र एवं उसके प्रकार—कार्यालयी पत्र के प्रारूप के विशेष सन्दर्भ में	90	45	270	135

	Section 'B'	<p><b>General English</b></p> <p>Use of Articles and Determiners</p> <p>Tense/sequence of Tenses</p> <p>Voice : Active and Passive</p> <p>Narration : Direct and Indirect</p> <p>Use of Prepositions</p> <p>Translation of Ordinary/Common English sentences into Hindi and vice-versa</p> <p>Synonyms and Antonyms &amp; Comprehension of a given passage</p> <p>Glossary of official, Technical terms (with their Hindi version)</p> <p>Letter writing: Official, Demi-official, Circulars and Notices.</p> <p><b>Note:</b> Questions on letter writing will also be objective regarding the structure of a letter.</p>		45		135
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**Note :** Only those candidates, who have qualified the written examination, will be called for Proficiency test. The number of candidates called for Proficiency Test would be three/five times the number of vacancies advertised for the post but in the said range although candidates who secure the same percentage of marks shall be included.

## SCHEME AND SYLLABUS OF EXAMINATION OF PROFICIENCY TEST FOR STENOGRAPHER

<b>Papers</b>	<b>Subject/Syllabus</b>	<b>Duration</b>	<b>Maximum Marks</b>	<b>Qualifying Marks</b>
Paper-I	<u>Section-I</u>  English Shorthand (the test shall consist of dictation of 100 words per minute)	10 Minutes	50	20
	<u>Section-II</u>  Transcription and typing of dictated passage in English on Computer	60 Minutes		
AND				
Paper-II	<u>Section-I</u>  Hindi Shorthand (the test shall consist of dictation of 80 words per minute)	10 Minutes	50	20
	<u>Section-II</u>  Transcription and typing of dictated passage in Hindi on Computer	70 Minutes		

It will be necessary for a candidate to do typing work on computer and he will bring his own pen & pencil for test.