

SYLLABUS

Syllabus for selection for the post of Stenographer Gr.III in GP Rs.2400, Level 4 of VII CPC Pay Matrix (25% LDCE).

- 1. Arithmetic:** Number Systems, BODMAS, Decimals, Fractions, LCM and HCF, Ratio and Proportions, Percentages, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit Loss, Algebra, Geometry and Trigonometry, Elementary Statistics, Square Root, Age Calculations, Calendar & Clock, Pipes & Cistern.
- 2. General Intelligence and Reasoning:** Analogies, Alphabetical and Number Series, Coding and Decoding, Mathematical Operations, Relationships, Syllogism, Jumbling, Venn Diagram, Data interpretation and Sufficiency, Conclusions and Decision Making, Similarities and Differences, Analytical Reasoning, Classification, Directions, Statement-Arguments and Assumptions etc.
- 3. General Awareness:** Knowledge of Current Affairs, Indian Geography, Culture and History of India including freedom movement, Indian Polity and Constitution, Indian Economy, Environmental issues concerning India and World, Sports, General scientific and technological developments etc.
- 4. General Science:** Physics, Chemistry and Life Sciences (up to 10th standard CBSE syllabus)
- 5. Official Language Policy and Official Language Rules.**
- 6. Discipline & Appeal Rules**
- 7. Conduct Rules**
- 8. Leave Rules**
- 9. Pass Rules**
- 10. Functions of HRMS Modules, E-Office, UMID, IPAS, RESS**
- 11. Basic Computer Knowledge.**

SYLLABUS

**Syllabus for selection for the post of Stenographer Gr.III in GP Rs.2400,
Level-4 of VII CPC Pay Matrix (25% PQ).**

- 1. Arithmetic:** Number Systems, BODMAS, Decimals, Fractions, LCM and HCF, Ratio and Proportions, Percentages, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit Loss, Algebra, Geometry and Trigonometry, Elementary Statistics, Square Root, Age Calculations, Calendar & Clock, Pipes & Cistern.
- 2. General Awareness :** Analogies, Alphabetical and Number Series, Coding and Decoding, Relationships, Knowledge of Current Affairs, Indian Geography, Culture and History of India including freedom movement, Indian Polity and Constitution, Indian Economy, Environmental issues concerning India and World, Sports, General scientific and technological developments etc. (with particular reference to Railway working and railway rules).
- 3. General Science:** Physics, Chemistry and Life Sciences (up to 10th standard CBSE syllabus)
- 4. Official Language Policy and Official Language Rules.**
- 5. Discipline & Appeal Rules**
- 6. Conduct Rules**
- 7. Leave Rules**
- 8. Pass Rules**
- 9. Functions of HRMS Modules, E-Office, UMID, IPAS, RESS,**
- 10. Basic Computer Knowledge**