

Tier II : Detailed syllabus for the post of Stenographer Grade I

Language Proficiency Test

General English

(Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases.)

General Hindi

(गद्यांश आधारित प्रश्न, तत्सम, तद्भव, पर्यायवाची, विलोम, मुहावरे और लोकोत्तियाँ, शुद्ध अशुद्ध वाक्य, संधि-विच्छेद, अलंकार और समास, वचन, लिंग, अनेकार्थी और वाक्य के लिए एक शब्द)

General Awareness

General Knowledge

(Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current India & World)

Computer Literacy

(Characteristics of Computers, Computer Organization including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, information Kiosks)

Office Procedure

Noting and Drafting

SKILL TEST (Stenographer Grade I)

Shorthand Test Dictation 10 minutes @ 80 w.p.m. Transcription : 50 minutes English, / 65 minutes Hindi, on computer	Qualify the shorthand and typing test
Typing Test Typing Test only on computer Net typing speed English- 40 w.p.m. or Hindi - 35 w.p.m	
Computer Proficiency Test MS Word, MS Excel, MS Access, MS Power Point and internet.	100 marks.