NOTICE

Subject: Syllabus for the posts of Junior Stenographer / Junior Scale Stenographer

Syllabus for Written test (Objective Type)

Marks: 60   Time: 60 Minutes

S. No.	Subjects/ Topic	Marks assigned
1	GENERAL AWARENESS with Special reference to J&K UT	20
2	GENERAL ENGLISH & COMPREHENSION	20
3	GENERAL INTELLIGENCE & REASONING	10
4	COMPUTER APPLICATIONS	10
	TOTAL	**60**

1. **GENERAL AWARENESS with special reference of J&K UT.**

   (i)   Current Events of National and International importance
   (i)   Political & Physical divisions of India
   (ii)   Indian Culture, Heritage and Freedom Struggle/Movement.
   (iii) Demography- Census, its feature and functions.
   (iv)   Important Rivers & Lakes in India.
   (v)   Weather, Climate, Crops, Means of Transport of India.
   (vi)   J&K UT
       a)   History
       b)   Economy
       c)   Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna etc.)
       d)   Heritage & Culture
       e)   Important Tourist Destinations

2. **GENERAL ENGLISH & COMPREHENSION**

   (i)   Tenses
   (ii)   Narration
   (iii)   Modals
   (iv)   Articles
   (v)   Reading Comprehension
   (vi)   Fill in the blanks with Phrases, Pronouns, homonyms/ homophones etc
   (vii)   Clauses
   (viii) Synonyms and antonyms
   (ix)   Pairs of words and their use in meaningful sentences.

(x)   Rearranging of jumbled sentences.
(xi)   Idioms and phrases.
(xii) Uses of Prepositions.
(xiii) Active & Passive Voice
(xiv) Error Spotting
(xv)   Sentence Correction
(xvi) Spellings Correction

3. GENERAL INTELLIGENCE & REASONING

i.   Number series, Letter series, Semantic Series, Speed, Distance and Time, Statements and conclusions, Logical Reasoning, Mental Reasoning, Word Building, Numerical Operations, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Problem Solving.

ii.   Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters.

4. COMPUTER APPLICATIONS

(i)   Basic Applications of Computer and its component.

(ii)   Fundamentals of computer sciences.

(iii) Hardware & Software, Concept of Open-Source Technologies.

(iv)   Input & output Devices.

(v)   Knowledge of MS Word, MS Excel, MS Access, MS PowerPoint, PDF Internet and E-mail.

(vi)   Concept of Computer Virus and Latest Anti-Virus.

(vii) Terms and Abbreviation used in IT.

(viii) Role of Information Technology in Governance