

SYLLABUS FOR WRITTEN TEST FOR THE POST OF STENOGRAPHERS-GD-II

Office Procedures (25%)

(To be covered from Central Secretariat Manual of Office Procedures 16th Edition 2022, issued by GoI, Ministry of Personnel, Public Grievances and Pensions, Department of Admin Reforms and Public Grievances and available on the website <https://darpg.gov.in/relatedlinks/csmop>)

- Autonomous Bodies, Statutory Bodies, Constitutional Bodies and PSUs
- Management of Dak
- File Management
- Forms and procedures of communications
- Drafting of communications
- File numbering & Records management
- E-Office Digitization Framework

Mental ability, Reasoning and Mathematical skills (20%)

- Puzzles and sitting arrangement
- Coding/decoding
- Arithmetical reasoning & Problem solving
- Verbal and non-verbal.
- Series & classification.
- Analytical Reasoning

(Mathematical skills 10th level):

- Simplification and Approximation
- Time and Distance, Profit and Loss
- Simple & compound Interest
- Time and Work
- Percentages & Averages
- Ratio and Proportion
- Problems on Numbers, Ages & Mensuration

Computer Awareness (30%)

- Uses of Computer & Computer Terminology
- Computer Hardware
- MS Office (Word, Excel, Power Point, Access)
- Internet applications (email, social network usages, conduct of online meetings etc)

ENGLISH Language Proficiency– 10th Level: (25%)

- Synonyms, Antonyms
- Sentence Correction & Error Detection
- Fill in the blanks, Tenses & Active/passive Voice
- Vocabulary, Punctuation, Comprehension & Translation

