

Syllabus for the Post of Jr. Scale Stenographer Urdu / Hindi / English

Time: 02 Hrs

Marks: 100

Unit-I GENERAL ENGLISH 17 Marks

- (I) Tenses
- (II) Rearranging of jumbled sentences
- (III) Narration
- (IV) Models
- (V) Articles
- (VI) Comprehensions with blanks to be filled in with Phrases, Pronouns, Homonyms, / homophones.
- (VII) Clauses
- (VIII) Synonyms and Antonyms
- (IX) Pairs of words and their use in meaningful sentences.
- (X) Idioms and phrases
- (XI) Uses of Prepositions

Unit-II GENERAL KNOWLEDGE AND CURRENT AFFAIRS 22 Marks

- (I) Important dates in Indian History / Freedom struggle, different dates and events.
- (II) First in world (Adventure, Sports, Discoveries), First in India (Adventure, Sports, Discoveries)
- (III) Popular names of Personalities (Religion, Politics, Scientific discoveries, Geographical, Sports, History)
- (IV) The Newspaper world – (Current Dailies & Weeklies of India).
- (V) Books & Authors – General
- (VI) Languages.
- (VII) Capitals & Currencies.
- (VIII) United Nations Organizations – Veto Powers No. of Countries as its Members.
- (IX) Principal organs and their functions.
- (X) SAARC, ASEAN.
- (XI) Everyday Science
- (XII) World famous Awards – (1. in Science)
(2. in Literature)
(3. in Sports)
- (XIII) National Awards - (1. in Science)
(2. in Literature)
(3. in Sports)
- (XIV) The world of Sports
- (XV) Climate & Crops in India
- (XVI) Democratic Institutions
- (XVII) Forms of Government
- (XVIII) Political & Physical divisions of World & India
- (XIX) Important rivers and Lakes in India.
- (XX) Currents Events of National and International Level.
- (XXI) Role of Mathematics in Economics
- (XXII) Agriculture in economic development: Industrialization and economic development.
- (XXIII) Indian Foreign Trade
- (XXIV) New economic reforms and growth of foreign trade.
- (XXV) Inflation – Concept and types; Causes and consequences

Unit-III GENERAL KNOWLEDGE WITH SPECIAL REFERENCE TO J&K 11 Marks

- (I) Abbreviations, Important dates, popular names of personalities and their achievements / Contribution (National and International).
- (II) Constitution of J&K – Formation, Fundamental rights, Directive Principles.
- (III) Weather, Climate, Crops, Means of Transport.
- (IV) Important Power projects and their impact on State Economy.
- (V) Rivers and Lakes.
- (VI) Important Tourist Destinations.
- (VII) History of J&K State.
- (VIII) Historical places of the State and their importance.
- (IX) RTI Act.
- (X) Indus Water Treaty and its impact on State economy.

Unit-IV GENERAL SCIENCE 16 Marks

- (I) Various sources of energy; conventional sources of energy; improvement in technology for using conventional source of energy (Biomass and wind energy)
- (II) Non Conventional sources of energy (Solar energy, Tidal energy)
- (III) Mechanics, Rest, motion, Velocities, acceleration, Newton Laws of motion,
- (IV) Voltage, Current, Resistance, Power, DC Batteries
- (V) Waves, light as a wave, Sound waves, Transverse and longitudinal waves
- (VI) Structure of Atom
- (VII) Solids, Liquids and Gases (Basics)
- (VIII) Life processes: Nutrition and its types, Respiration, Transportation of water, food and minerals in plants.
- (IX) Vitamins- Diseases related to vitamin deficiency.
- (X) Environmental pollution.
- (XI) Ecosystem – Its components, Food chains and Food webs.
- (XII) Ozone layer, its depletion, Green House Effect.
- (XIII) Importance of water in life.

Unit-V MENTAL ABILITY TEST 17 Marks

- (I) Number Series.
- (II) Letter Series.
- (III) Coding decoding.
- (IV) Direction sense.
- (V) Blood relations.
- (VI) Mathematical reasoning.
- (VII) Speed, Distance and Time.
- (VIII) Statements and conclusions.
- (IX) Logical Reasoning.
- (X) Mental Reasoning.

Unit-VI COMPUTER APPLICATIONS 17 Marks

- (I) Fundamental of computer sciences
- (II) Hardware & Software
- (III) Input and Output devices
- (IV) Operating System
- (V) M.S Word, M.S Excel, M.S Access and Power Point Presentation
- (VI) Email & Internet