

Syllabus for the Recruitment Examination

Sl. No.	Exam	Syllabus	Marks
1.	Lower Division Clerk	Section-I Basic Mathematic Skills Quantitative Aptitude General Knowledge/General Awareness Reasoning, General Intelligence-Verbal, Non-Verbal Language Proficiency-English Comprehension Grammar Hindi- Comprehension Grammar Administration/Administrative Skills-Reservation Rules, CCS-CCA, Establishment, Polity Computer Literacy	Total-100
		Section-II (Skill Test) Typing test: 35wpm –English (Correspond to 10500 KDPH on an average of 5 Key depressions for each word) Or 30wpm –Hindi (Correspond to 9000 KDPH on an average of 5 Key depressions for each word)	Qualifying as per Speed Test Time allowed -10 mins

Syllabus for the Examination

Sl. No.	Exam	Syllabus	Marks
1.	Stenographer	Section-I Basic Mathematic Skills Quantitative Aptitude General Knowledge/General Awareness Reasoning, General Intelligence-Verbal, Non-Verbal Language Proficiency-English Comprehension Grammar Hindi- Comprehension Grammar Administration/Administrative Skills- Reservation Rules, CCS-CCA, Establishment, Constitution of India. Computer Literacy	Total-100
		Section-II (Skill Test) Dictation 10 Minutes @ 80 w.p.m. Transcription 50 Minutes (in English) (On Computer) or 65 Minutes (in Hindi) (On Computer).	Qualifying as per Speed Test