

## SYLLABUS FOR DIRECT RECRUITMENT TO THE POSTS OF JUNIOR PERSONAL ASSISTANT/STENOGRAPHER IN LEVEL 4 OF PAY MATRIX

### PART – A [OBJECTIVE TYPE QUESTIONS]

1. **General English/Grammar** : Standard of English will be as prescribed for 10<sup>th</sup> standard of the Central School under KVS pattern
2. **General Knowledge & Studies** : Questions in this paper will cover General Awareness as well as General Intelligence and Reasoning Ability.
  - (a) **General Intelligence and Reasoning Ability** : It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figural classification, arithmetic number series, non-verbal series, coding and de-coding, statement conclusion, syllogistics reasoning, etc.
  - (b) **General Awareness** : Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries, especially pertaining to History, Culture, Geography, Economic scene, general polity, scientific research etc. These questions will be such that they do not require a special study of any discipline.
3. **Arithmetic** : This part will include questions on problem relating to Number Systems, Computation of whole numbers, Decimals and Fractions and relationship between numbers, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Use of Table and Graphs, Mensuration, Time and Distance, Ratio and Time, etc.
4. **Computer Literacy** : Syllabus and standard prescribed for one year certificate/diploma course.

### PART – B [DESCRIPTIVE TYPE QUESTIONS]

Precis writing, Comprehension, Report writing, Letter writing, Essay writing

