

Guidelines for the Conduct of Test and Syllabus for Written Examination (Aptitude Test) for the Post of Sr. Stenographer and Private Secretary:

1. Guidelines for the conduct of test:

- The Aptitude Test will be OMR based.
- Structure of the Question Paper:

Subjects	No. of Questions
General Awareness	40
General Intelligence and Reasoning Ability	40
Arithmetical & Numerical Ability	40
English Language & Comprehension	40
Hindi Language & Comprehension	40
Total	200

- Negative Marking will be applicable and deduction of 0.25 marks will be made for each wrong MCQ answer.
- The total duration of the Aptitude Test will be of 2 hours (120 minutes).
- The candidates who will qualify the Aptitude Test will be called for Stenography and Typing Test.
- List of qualified candidates in Aptitude Test will be displayed on the University website after examination.

2. Syllabus for Written Examination (Aptitude Test) for the Post of Sr. Stenographer and Private Secretary:

- i) General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions etc.
- ii) General Intelligence & Reasoning Ability: The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- iii) Arithmetical & Numerical Ability : The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Data Interpretation, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
- iv) Hindi Language & Comprehension and English Language & Comprehension: In addition to the testing of candidate's understanding and comprehension of the English and Hindi Languages, questions on its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be covered.