



## **Syllabus for the Post of Stenographer**

(Syllabus is only Indicative. The questions can assess any aspect of knowledge, aptitude, attitude and practical skills, which is expected from a trained person to work efficiently at the advertised post)

### **Part B:** **Core Subject**

- Basic understanding and concepts of English, Vocabulary, Grammar, Sentence Structuring, Synonyms & Antonyms, Writing Ability, Comprehension, Spotting errors, Direct and Indirect Speech.
- Basics of computer application which includes characteristics of computers, basic components of a computer, computer software, the importance of various units of a computer, differentiation between system software and application, and computer security, input and output devices.
- General Rules related with Government Service.