



Sanjay Gandhi Postgraduate Institute of Medical Sciences
Raebareli Road, Lucknow 226 014

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.