

Exam Pattern for Assistant/UDC

Part	Subject	No. of Questions	Marks	Time	Details
A	General English	50	50	150 minutes	Objective type, +1 & -0.25 pattern of marking
B	Quantitative Aptitude	50	50		
C	General Intelligence & Reasoning ability	50	50		
D	General Knowledge	50	50		

Indicative Syllabus

General English: Questions to test the candidate's understanding & knowledge of the language and ability to write correctly, precisely & effectively, correct use of words, idioms & phrases, etc.

Quantitative Aptitude: Questions on Number System, Percentages, Profit & Loss, Discount, Ratio & Proportion, Mixer & Allegation, Averages, Simple & Compound interest, Time & distance, Time & Work, Pipe & Cistern, Boat & Stream, Partnership, Surds & Indices, LCM & HCF, Simplification, Geometry (Triangles, Circles, Quadrilateral, Lines & Angles etc.), Mensuration (Area, Perimeter, Volume etc.), Trigonometry (Trigonometric Identities, Trigonometric Ratios, Circular measures of Angles, Heights & distance etc.), Algebra (Factorisation, Coordinate Geometry, Polynomials, Sequence & Series, Algebraic identities, Linear equations etc.), Statistics & data interpretation, etc.

General Intelligence & Reasoning ability: Verbal & non-verbal type questions on Missing Number, Repeated Series, Analogy, Venn diagram, Logical arrangement of Words, Coding & decoding, Sitting arrangement, Ranking arrangement, Dice, Cube & Cuboid, Calendar, Number Series, Coded equation, Clock, Directions, Counting figures, Problems based on Alphabets, Sequence, Mirror and Water Image etc.

General Knowledge: Questions to test the candidates' awareness of the environment around him and its applications to the society, current affairs of National & International importance etc. The test will also include questions on History, Culture, Geography, Science, Polity, Economy etc.

Exam Pattern for JPA/Stenographers

Part	Subject	No. of Questions	Marks	Time	Details
A	English Language & Comprehension	100	100	150 minutes	Objective type, +1 & -0.25 pattern of marking
B	General Intelligence & Reasoning ability	50	50		
C	Quantitative Aptitude & General Knowledge	50	50		

Indicative Syllabus

English Language & Comprehension: Questions to test the candidate's understanding & knowledge of the language and ability to write correctly, precisely & effectively, correct use of words, idioms & phrases, etc.

General Intelligence & Reasoning ability: Verbal & non-verbal type questions on Missing Number, Repeated Series, Analogy, Venn diagram, Logical arrangement of Words, Coding & decoding, Sitting arrangement, Ranking arrangement, Dice, Cube & Cuboid, Calendar, Number Series, Coded equation, Clock, Directions, Counting figures, Problems based on Alphabets, Sequence, Mirror and Water Image etc.

Quantitative Aptitude: Questions on Number System, Percentages, Profit & Loss, Discount, Ratio & Proportion, Mixer & Allegation, Averages, Simple & Compound interest, Time & distance, Time & Work, Pipe & Cistern, Boat & Stream, Partnership, Surds & Indices, LCM & HCF, Simplification, Geometry (Triangles, Circles, Quadrilateral, Lines & Angles etc.), Mensuration (Area, Perimeter, Volume etc.), Trigonometry (Trigonometric Identities, Trigonometric Ratios, Circular measures of Angles, Heights & distance etc.), Algebra (Factorisation, Coordinate Geometry, Polynomials, Sequence & Series, Algebraic identities, Linear equations etc.), Statistics & data interpretation, etc.

General Knowledge: Questions to test the candidates' awareness of the environment around him and its applications to the society, current affairs of National & International importance etc. The test will also include questions on History, Culture, Geography, Science, Polity, Economy, etc.

Skill Test (on Computer) for Assistant/UDC/JPA/Stenographers
Indicative Syllabus

MS Word (for 35 marks): Opening & Saving files, Editing text documents, Inserting, Deleting, Cut, Copy, Paste, Undo, Redo, Find, Search, Replace, Formatting page & setting Margins, Converting files to different formats, Importing & Exporting documents, Using Tool bars, Ruler, Using icons, using help; **Formatting documents** - Setting font styles, font selection - style, size, colour etc, Type face - Bold, Italic, Underline, Case settings, Highlighting, Special symbols, Setting paragraph style, Alignments, Indents, Line Space, Margins, Bullets & Numbering; **Setting Page Style** - Formatting Page, Page tab, Margins, Layout settings, Border & Shading, Column break and line break; **Creating Tables** - Table settings, Borders, Alignments, Insertion, Deletion, Merging, Splitting, Sorting and Formula; **Drawing** - Inserting Clip Arts, Pictures/Files etc ; **Tools** - Spell Checks, Mail Merge, Templates, Tracking changes, Security; **Printing documents**; **Shortcut Keys**, etc.

MS Excel (for 35 marks): Spreadsheet & Its applications, Opening Spreadsheet, **Menus** - Main menu, Formula Editing, Formatting, Toolbars, Using help; **Working with Spreadsheets** - opening, saving files, setting margins; **Spreadsheet addressing** - rows, columns & cells, referring cells & selecting cells, Short-cut keys; **Entering & Deleting Data** - Entering data, cut, copy, paste, undo, redo, filling continuous rows/columns, highlighting values, find, search & replace, inserting data, insert cell, column/row & sheet, symbol, clipart, pictures, files etc, Inserting functions, manual breaks; **Setting formula** - finding total in a column/row, using other formulae; Formatting spreadsheets - Labelling columns & rows, formatting cell, row, column & sheet, Category - Alignment, font, border & shading, hiding/unhiding rows/columns, setting row height, column width; **Working with sheets** - Sorting, Filtering, Validation, consolidation and subtotal, creating charts - Drawing; Printing, Error checking, spell checks, etc.

MS Power Point (for 30 marks): Opening new presentation, different presentation templates, setting backgrounds, selecting presentation layouts; **Creating a presentation** - Setting presentation style, adding text to the presentation; **Formatting a presentation** - Adding style, colour, gradient fills, arranging objects, adding header & footer, Slide background, Slide layout; Adding graphics to the presentation — inserting pictures, table etc. into presentation etc.

Duration of test: 75 minutes.

Stenography Test

- Shorthand test for 300 words @ 60 words per minute (Time: 5 minutes).
- The passage is to be transcribed on Computer (Time: 30 minutes, with compensation time as applicable to PWBD candidates)
- Short-hand dictation work, i.e. strokes etc., need to be as per Pittman's short-hand (long hand not permitted), failing which the Transcript will not be evaluated.

Criteria for Evaluation of Transcripts of Stenography Tests

(i) FULL MISTAKES: The following mistakes are treated as full mistakes:

- (a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- (b) Every substitution of a word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or in words, both will be acceptable and will not be counted as mistake.
- (c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

(ii) HALF MISTAKES: The following mistakes are treated as half mistakes:

- (a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- (b) Using singular or plural noun and vice versa.
- (c) Use of small letter at the beginning of a sentence.

NOTE

- (a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- (b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example, the word 'Honourable' is written as Hon'ble, Hon., honourable and hon. — all these forms will be treated as correct.
- (c) **CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.**

(d) Method of calculation of mistakes in Stenography Skill Test:

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example, 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

SarkariResult.Com