

Annexure-I

Syllabus & Pattern of Question Paper & Weightage of Topics for the post of Clerk				
Sr. No.	Topics	Subject Topic	No. of Questions	Marks
1	General Awareness	a) General Knowledge including questions related to H.P, India and World.	10	10
		b) Current Affairs including questions related to H.P, India and World.	10	10
		c) Every day Science	10	10
		d) Logical Reasoning	10	10
Sub Total			40	40
2	English & Hindi	a) English	20	20
		b) Hindi	10	10
Sub Total			30	30
3	Basics of Computer Knowledge	a) M.S. Word	3	3
		b) M.S. Excel	3	3
		c) Mail Merge	3	3
		d) Internet & Intranet	3	3
		e) Window 7 & 8	3	3
Sub Total			15	15
Grand Total			85	85

Date:**Signature****Official Seal**

Annexure-I

Syllabus & Pattern of Question Paper & Weightage of Topics for the post of Steno Typist				
Sr. No.	Topics	Subject Topic	No. of Questions	Marks
1	General Awareness	a) General Knowledge including questions related to H.P, India and World.	10	10
		b) Current Affairs including questions related to H.P, India and World.	10	10
		c) Every day Science	10	10
		d) Logical Reasoning	10	10
Sub Total			40	40
2	English & Hindi	a) English	20	20
		b) Hindi	10	10
Sub Total			30	30
3	Basics of Computer Knowledge	a) M.S.Word	3	3
		b) M.S. Excel	3	3
		c) Mail Merge	3	3
		d) Internet & Intranet	3	3
		e) Window 7 & 8	3	3
Sub Total			15	15
Grand Total			85	85

Date:**Signature****Official Seal**

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Sullabus & Pattern of Question Paper & Weightage of Topics for the Post of Laboratory Assistant				
Sr. No.	Topics	Subject Topic	No. of Questions	Marks
1	Physics & Chemistry	a) Physics	10	10
		b) Chemistry	20	20
Sub Total			30	30
2	General Awareness	a) General Knowledge including questions related to H.P, India and World.	5	5
		b) Current Affairs including questions related to H.P, India and World.	5	5
		c) Every day Science	5	5
		d) Logical Reasoning	5	5
Sub Total			20	20
3	English & Hindi	a) English	10	10
		b) Hindi	5	5
Sub Total			15	15
4	Basics of Computer Knowledge	a) M.S. Word	3	3
		b) M.S. Excel	5	5
		c) Mail Merge	5	5
		d) Internet & Intranet	4	4
		e) Window 7 & 8	3	3
Sub Total			20	20
Grand Total			85	85

Annexure-I

Syllabus & Pattern of Question Paper & Weightage of Topics for the Post of Junior Accountant				
Sr. No.	Topics	Subject Topic	No. of Questions	Marks
1	Commerce of Graduation level	a) Accounting	15	15
		b) Economics	5	5
		c) Commerce	5	5
		d) Taxation	5	5
Sub Total			30	30
2	General Awareness	a) General Knowledge including questions related to H.P, India and World.	5	5
		b) Current Affairs including questions related to H.P, India and World.	5	5
		c) Every day Science	5	5
		d) Logical Reasoning	5	5
Sub Total			20	20
3	English & Hindi	a) English	10	10
		b) Hindi	5	5
Sub Total			15	15
4	Basics of Computer Knowledge	a) M.S. Word	4	4
		b) M.S. Excel	4	4
		c) Tally	4	4
		d) Internet & Intranet	4	4
		e) Window 7 & 8	4	4
Sub Total			20	20
Grand Total			85	85