

Syllabus for the Post of Office Executive & Stenographer

Post Code: 11 & 12

1. General Intelligence & Reasoning:

Questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, arithmetical reasoning, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, etc.

2. General Awareness and Current Affairs:

The test may also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic Environment, General Policy, Indian Constitution, Scientific Research and also relating to Energy Sector issues etc.

3. Numerical Aptitude:

The test consists of questions on Addition, Multiplication, Division, Fractions, Percentage, Rate of Interest, Work and Time, Ratio and Proportion, Distance & Time, Profit & Loss, Geometry, etc.

4. Data Analysis and Sufficiency:

This sub test is designed to test the ability of candidate to interpret and analyse the information and the data provided in the form of table, line graph, bar graphs, pie charts or combination of them. It also includes questions to test the ability to find out the sufficiency of data to answer the questions.

5. English Language:

This sub-test is aimed to test candidate's ability to comprehend a situation from a given passage and testing the language ability of the candidates in day to day communication in English. It includes questions on synonyms, antonyms, words with corresponding meanings, singular, plural, one word substitutes, idioms and phrases, correct spellings, etc.

6. Computer Awareness:

This sub-test is designed to test candidate's knowledge of basic computer operations, MS Office including MS Word, MS Excel, MS Power Point, MS Access operations, email, internet and websites, basic computer hardware and languages.
