NW.SARKARIDISHA.CO

SSSB_LDC , JUNIOR ASSISTANT , STENOGRAPHER SYLLABUS

Tier-I (I Tier - General) is given below:-

Sr. No.	Name of the Subject	Marks
1	General Awareness	35
2	Mental Ability & Reasoning	35
3	Numerical Ability & data interpretation	35
4	Test of Hindi Language	35
5	Test of English Language	35
6	Basic familiarity with computers, internet, social media and office automation.	25
Total Marks	200	

- 1. Written Examination will be conducted as a multiple choice objective type.
- 2. A Composite Exam Paper Will have 200 questions.
- 3. Exam time duration will be 02 Hours (120 minutes)
- 4. The questions in the examination will be bilingual (Hindi & English) except for the Language papers which will be in the language concerned only.
- 5. DSSSB reserves the right to change/amend the examination scheme, if so required, any time before the examination.
- 6. There is no provision of re-evaluation/re-checking of Answer Sheets/Answer Scripts in respect of the examinations conducted by DSSSB. No correspondence in this regard shall be entertained.
- 7. The DSSSB reserves the right to cancel/withdraw/delete any question/questions from the Question Paper and the marks scored shall be prorated out of the maximum marks.
- 8. Negative Marking will be applicable and deduction of 0.25 marks will be made for each wrong Multiple Choice Question (MCQ) answer.
- 9. Skill Test / Endurance Test will be taken as per requirement of job.

Syllabus:

- General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions etc.
- Mental Ability & Reasoning: The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- .Numerical Ability & Data Interpretation: The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Data Interpretation, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
- Hindi Language: Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and their correct usage, etc.
- English Language: Comprehension, Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage, etc., Direct and Indirect speech, Active and Passive Voice
- Basic familiarity with computers, internet, social media and office automation

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