

SYLLABUS FOR THE POST OF PRINCIPAL ASSISTANT, JR. STENOGRAPHER, UDC AND LDC.

I. Principal

For Principal there will be two papers. The first paper will be (objective type) consisting of General Awareness (40), Child Psychology (35), Educational Methodology (35), Quantitative Aptitude, Reasoning and Data Sufficiency (40). The second paper will have three parts. The first part shall test the Bilingual competence - (objective) (50) and the second part Written communication skill (subjective) (50). The third part will be descriptive type focusing on the Contemporary Social, Economic and Cultural issues besides General Problem on Financial Management carrying 100 marks.

II. Assistant, UDC, Jr. Steno and LDC.

The written examination will be objective type for Non-Teaching Posts. Paper-I (General Paper) will be containing 100 objective type questions with four multiple choice answers in the subject like General English (20), General Hindi (20), General Knowledge (20), Quantitative Aptitude (20) and Reasoning (20). The duration of the paper will be 2 hours. For the post of Assistant the objective type examination will be followed by a descriptive examination of 3 hours duration, i.e. paper-II containing in English and Hindi languages to test the subject competency of candidates. For the post of Jr. Stenographer, UDC and LDC, the candidates qualifying in the objective type examination will be required to appear for a practical test, i.e., paper-II/III/IV and II, III respectively consisting of computer operation test, typing test, shorthand test, the date and time will be intimated separately to the short list candidates.