

**Exam Pattern for Assistant/UDC**

Part	Subject	No of Questions	Marks	Time	Details
A	General English	50	50	120 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.

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**Exam Pattern for JPA**

Part	Subject	No of Questions	Marks	Time	Details
A	English Language & Comprehension	100	100	120 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 in this component will be designed to test the candidate's understanding and knowledge of English Language such as spot the error, fill in the blanks, synonyms & antonyms, detecting misspelled words, idioms & phrases, one word substitution, sentence improvements, active/ passive voice, direct/ indirect narration, close paragraph, comprehension 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.

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**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 ClipArts, 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:** 60 minutes.

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**Skill Test (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**

1. **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.
2. **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.

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