

Subject-wise Syllabus for 'Multi-Tasking Staff'-Post
Pay Level -1 of 7th CPC Pay Matrix

Indicative Syllabus for Examination:

Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

English Language: Candidate's understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. and writing ability would be tested.

General Intelligence and Reasoning: It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

Numeric Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic science, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

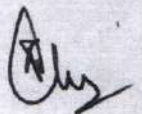
For VH candidate of 40% and above visual disability, there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the paper.











Subject-wise Syllabus for 'Stenographer Grade-II'-Post
Pay Level - 4 of 7th CPC Pay Matrix

Indicative Syllabus for Examination:

General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everybody observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability/cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper.

English Language & Comprehension:

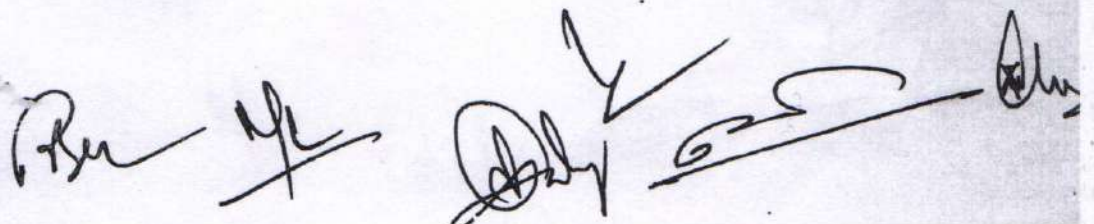
In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

Skill Test in Stenography:

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the Committee will only be called for the Skill Test. Committee may also prescribe the qualifying marks in each part of Examination. The skill test will be of qualifying nature and the Committee will fix the qualifying standards in the skill test for different categories of candidates.

The candidates will have to appear for the stenography test. The candidate will be given one dictation for 10 minutes in English/Hindi at the speed of 80 w.p.m. for the post of Stenographer Grade-II. The matter will have to be transcribed on computer. The transcription time is as follows:-

For Stenographer Grade II: 50 minutes (English)
65 minutes (Hindi)



Subject Wise Syllabus for 'Library Information Assistant'-Post
Pay Level 6 of 7th CPC Pay Matrix

Indicative Syllabus for Examination:

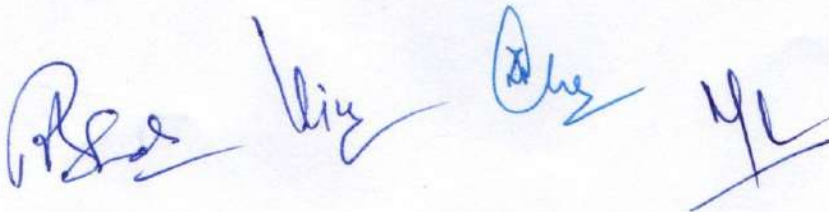
1. Library Science:

- Development of Libraries in India; Role of Library and Information Centers in Modern Society; Laws of Library Science
- Library Legislation in Indian States; Model Public Library Act; IPR; Cyber Laws
- Professional Associations in India; National and International Organizations
- Management of Library and Information Centers: Financial and Human Resources Management; Collection Development
- Library Classification; CC and DDC; Notation and Construction of Classification Number; Call Number
- Library Cataloguing: CCC 5th Edition; AACR Latest Edition; MARC; ISBD; CCF; ISBN and ISSN
- Indexing and Abstracting
- Circulation and Maintenance; Shelving; Stock Verification
- Information Products and Services
- Digital Library; Library Automation; Internet Based Library and Information Services


2. General Awareness & General Intelligence: Questions will be designed to test the general awareness of the environment and its application to the society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Polity & Scientific Research.

It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern –folding & unfolding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

Cont-2-



3. **Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.
4. **English Language:** Candidate's ability to understand correct English, his basic comprehension, vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, writing ability would be tested.

The image shows four handwritten signatures in blue ink. From left to right: the first signature is 'Rac', the second is 'Vig', the third is 'Ahs', and the fourth is 'YL'.