

Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya

Gwalior (M. P.)

विश्वविद्यालय द्वारा विज्ञापन IPRO/Advt. No./30th/2023/Reg./3206 दिनांक 25.09.2023 से विज्ञापित स्टेनोग्राफर ग्रेड-3 हेतु प्रस्तावित लिखित परीक्षा के लिए पाठ्यक्रम

Syllabus for the written test proposed to be conducted for Stenographer Grade-3 advertised vide University Advisement IPRO/Advt.

No./30th/2023/Reg./3206 dated 25-09-2023

MARKS DISTRIBUTION:

S. No.	Subject	Marks	No. of Questions
1	General Knowledge	60	60
2	General Hindi	40	40
3	General English	20	20
4	General Mathematics	40	40
5	General Aptitude	40	40
	Total	200	200

SCHEME OF EXAMINATION:

- No. of questions : 200
- Time duration : Three Hours
- One mark for each correct answer.
- 0.25 marks will be deducted for each wrong answer.
- Paper will be of 12th standard.

Skill test will be conducted for 100 marks

DETAILED SYLLABUS:

1. General Knowledge

- Indian Constitution.
- Major wildlife sanctuaries and national parks.
- Major personalities of Madhya Pradesh.
- Madhya Pradesh culture.
- General knowledge of Madhya Pradesh.
- Sports
- Major rivers

- General Science
- History
- Geography
- Current affairs
- Basic computer knowledge (MS Office, MS Access, MS Excel, Windows, Computer fundamentals, Networking, Word Processing)

2. सामान्य हिन्दी (General Hindi)

- वर्णमाला
- वर्तनी
- संधि विच्छेद
- उपसर्ग—प्रत्यय
- समास
- शब्दभेद, तत्सम—तद्भव
- संज्ञा—लिंग, वचन, कारक, सर्वनाम
- विश्लेषण
- क्रिया—वाच्य व काल
- अव्यय
- पर्यायवाची
- विलोम
- अनेक शब्दों के लिए एक शब्द
- रिक्तस्थानों की पूर्ति
- वाक्य शुद्धि
- मुहावरे
- छंद
- अलंकार

3. General English

- Spelling errors
- Tenses
- Idioms & Phrases
- Direct/ Indirect narration
- Synonyms & Antonyms
- Improvement of Sentences
- Spot the error in a sentence
- Fill in the Blanks
- One word substitution
- Active/ Passive Voice

4. General Mathematics

- Exploring Real Numbers
- Average
- Simplification
- Simple & Compound Interest

- Progressions
- Probability
- Time & Work
- Quadratic Equation
- Logarithms
- Sets
- Polynomials
- Percentage
- Triangles
- Statistics
- Coordinate Geometry
- Menstruation
- HCF/LCM
- Problems on Ages, Bar Graph, Pictorial Graph, Pie Chart
- Trigonometry
- Tangents
- Linear Equations

5. General Aptitude

- Figure Series, Number series
- Puzzle
- Causes and effects
- Syllogism
- Alphabet test
- Classification
- Decision making
- Mathematical operations test
- Coding-decoding
- Direction sense test
- Odd Man out
- Statement and course of action
- Analytical reasoning
- Blood relations
- Input-output
- Word formation
- Analogy
- Ranking and time sequence
- Sitting arrangement
- Assertion and Reasoning