

Syllabus for written examination for selection of Stenographer Clerical Gr.I

(Total Marks - 100)

- 1. Maths & Reasoning-20 marks**
- 2. General Awareness- 20 marks**
- 3. Awareness about Company (CIL/MCL) - 40 marks**
- 4. English Language - 20 marks**

Maths & Reasoning

- a) Similarities and differences.
- b) Problem Solving.
- c) Arithmetic reasoning.
- d) Arithmetical number series.

General Awareness

- a) Indian History – Indian Independence Movement, Mughal Empire etc.
- b) Indian Constitution
- c) Award and Honours
- d) Countries, Currencies and Capitals
- e) Government policies and Schemes
- f) Indian Neighboring countries sports

English Language

- a) Fill in the blanks
- b) Sentence correction
- c) Spelling & Grammar