

## **SYLLABUS FOR THE POST OF STENOGRAPHER (BPS-16)**

<b>Part-I</b>	<b><u>ENGLISH</u></b>	<b>30 Marks</b>
	Antonyms (MCQs)	05
	Synonyms (MCQs)	05
	Idioms and Phrases(MCQs)	05
	Prepositions(MCQs)	05
	Translation	10
<b>Part-II</b>	<b>COMPUTER</b>	<b>30 Marks</b>
	Abbreviations	05
	Shortkeys (MS office + Inpage)	10
	Short Definitions	10
	Hardware (MCQs)	05
<b>Part-III</b>	<b>Shorthand</b>	<b>20 Marks</b>
	Phrases (MCQs)	05
	Grammalogues (MCQs)	05
	Paragraph	10

### **For the candidates who are shortlisted in written test.**

<b>Part-IV</b>	Verbal dictation (in Shorthand)	10
	Direct Dictation (On Computer)	05
	Typing on computer	05

**SYLLABUS FOR THE POST OF LDC (BPS-11)**

**Part-I      ENGLISH      30 Marks**

Antonyms (MCQs)	05
Synonyms (MCQs)	05
Idioms and Phrases(MCQs)	05
Prepositions(MCQs)	05
Translation	10

**Part-II      COMPUTER      30 Marks**

Abbreviations	05
Shortkeys (MS office)	10
Short Definitions	10
Hardware (MCQs)	05

**For the candidates who are shortlisted in written test.**

<b>Part-III</b>	Typing	10
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