SYLLABUS FOR WRITTEN EXAMINATION TO THE POST OF STENOGRAPHER GRADE –II

Maximum marks 100 Duration 2 ½ hours		
1.	General Knowledge and Current Affairs	100 marks
2.	English Language & Comprehension	
3.	Office Ethics	
4.	Computer knowledge	

After written examination, a skill test for Dictation & transcription on short hand and typing of 50 marks shall be conducted and successful candidates of written exam may be called for skill test as per their rank in merit list, in proportion of twice the vacancies advertised.

SYLLABUS FOR WRITTEN EXAMINATION TO THE POST OF MTS (OBJECTIVE)

Maximum marks 100 Duration 2 ½ hours		
1.	General Knowledge	100 marks
2.	Skill for knowledge of operating office machines including computers	