



राष्ट्रीय प्रौद्योगिकी संस्थान श्रीनगर
NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
(An autonomous Institute of National Importance under the aegis of Ministry of Education, Govt. of India)
 हजरतबल, श्रीनगर, जम्मू-कश्मीर, 190006, भारत
Hazratbal, Srinagar Jammu and Kashmir, 190006, INDIA

SYLLABUS FOR STENOGRAPHER

General English

Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases

Quantitative Aptitude

Number system, HCF, LCM, Simplification, Decimal Fractions, Ratio and Proportions, Unitary Method, Percentage, Time and Distance, Time and Work, Profit and Loss, Average, Simple and Compound Interest, Menstruation (2 D and 3 D), Algebra, data Interpretation.

General Knowledge

India History, Indian Geography, Indian, Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current Affairs-India & World

Logical Reasoning

Analogies Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities and differences, word building, relation concepts, Arithmetic number series, Semantic Series, Number Series, Coding and Decoding- small & Capital Letters/numbers

Computer Literacy

Characteristics of Computer, Computer Organization, Input/output Devices, Computer Software-Relationship between Hardware and Software, Operating Systems, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society –Indian IT Act, Digital Signature, Application of information technology in Government for e-Governance, mobile/Smartphone's Information tasks