

**Pattern of Written Exam for the post of Jr. Stenographer (E/H), Lower Division Clerk, Driver, MTS**

S. NO	Topics	No. of Questions	Marks	Duration
1.	Reasoning	25	25	2 Hours
2.	Numerical Aptitude	25	25	
3.	General English	25	25	
4.	General Awareness	25	25	
	Total	100	100	2 hours

**Reasoning**

- Logical Sequence of Words.
- Visual memory
- Discriminating observation
- Figure Classification.
- Analysis
- Judgment
- Decision making
- Non-Verbal Series.
- Number Ranking.
- Number Series.
- Alphabet Series.
- Arithmetical Computation.
- Analogy.
- Coding-Decoding.
- Problem Solving.
- Verbal and Figure Classification.
- Arithmetical Number Series.
- Relationship Concepts
- Arithmetical Reasoning etc.

**Quantitative Aptitude**

- Number System.
- Computation of Whole Numbers
- Simplification.
- Relationship between Numbers
- Decimal & Fractions.
- Profit and Loss.
- Discounts.
- Percentages.
- Fundamental arithmetical operations
- Ratio and Time.
- Averages.
- HCF & LCM.
- Use of Tables and Graphs.
- Mensuration.
- Time and Work.
- Simple & Compound Interest.

- Time and Distance.
- Tables and Graphs.
- Data Interpretation etc.

### English

- Verb.
- Tenses.
- Adverb.
- Articles.
- Subject-Verb Agreement.
- Fill in the Blanks.
- Error Correction.
- Comprehension.
- Sentence Rearrangement.
- Vocabulary.
- Grammar.
- Unseen Passages.
- Idioms & Phrases.
- Synonyms, Antonyms.

### General Awareness

- Indian Constitution.
- Books.
- Awards and Honors.
- History, Culture.
- Current Affairs – National & International.
- Geography.
- Economic.
- Sports and Games.
- Important Days.
- Polity.
- Books and Authors.
- Science – Inventions & Discoveries.
- Abbreviations.
- Important Financial & Economic News.