SYLLABUS FOR ENTRANCE TEST FOR THE POST OF

JUNIOR SCALE STENOGRAPHER

**General Awareness and General Knowledge:** General information about the state of Punjab, Economy, Science and Technology, Current Events, Political Awareness/Polity, Persons in News, Places in News, Important Awards & Honours, Sports

**Quantitative Aptitude:** Numbers, Simplification, HCF & LCM, Percentage, Average, Ratio & Proportion, Profit & Loss, Partnership, Time and Work, Time and Distance, Number Series, Permutations & Combinations.

**Reasoning Ability:** Analogy / Analogous Problems, Classification, Word formation, Series, Ranking / Arrangement, Coding & Decoding, Distance and Direction, Symbol & Notation, Scheduled Day or Date, Mathematical problem, Problem Solving: Data Analysis.


**General Punjabi up to Matric standard**

**General English:** Passage, Common Errors, Sentence Improvement, Fill in the blanks, Antonyms and Synonyms, Use of Propositions, Nouns, Adverbs and Adjectives.