

Kendujhar District Court

DETAILS OF SYLLABUS FOR JUNIOR TYPIST AS FOLLOWS: -

11. The details syllabus for each subject of the written test shall be as follows:-

- i) English (qualifying in nature) is same as detailed above for the post of Junior Clerk/ copyists.
- ii) For Type Test, a candidate shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 (Ten) minutes.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Junior Clerk/ Copyists.

DETAILS OF SYLLABUS FOR THE POST OF JUNIOR CLERKS-CUM-COPYISTS IS AS FOLLOWS:-

9. The details syllabus for each subject of the written test shall be as follows:-

(I) ENGLISH-

- (a) An Essay to be written in English- 30 marks
- (b) A Letter or Application to be written in English 20 marks.
- (c) One Oriya passage to be translated into English- 15 marks.
- (d) One English passage to be translated into Oriya- 15 marks.
- (e) Summary of one English passage- 20 marks

(ii) ARITHMETIC-

Vulgar fractions and decimals, H.C.F., and L.C.M. Simple and Compound interest, Simple and Compound Practice, Percentages, Profit and Loss, Mixtures, Partnership, Averages, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

NOTE -Problems more easily solvable by algebraically methods need not be required to be solved arithmetically.

(III) COMPUTER SCIENCE (PRACTICAL)-

To test the proficiency of the candidate relating to matters like "test formatting of paragraph, insertion of table, skill to print & save, file transfer, website searching/browsing & downloading e-mail, use of Pen drive & other software etc. & programmes of Accounting.

(iv) GENERAL KNOWLEDGE -

Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

(v) VIVA VOCE TEST-

The object of the viva voce test is to assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities.

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DETAILS OF SYLLABUS FOR STENOGRAPHER GRADE-III IS AS FOLLOWS:-

The details syllabus for each subject of the written test shall be as follows:-

- i) English (qualifying in nature) is same as detailed above for the post of Junior Clerk and copyist.
- ii) For the post of Stenographer Grade-III, a candidate shall be dictated a passage of 400 words in English language in 5 minutes which he shall take in short-hand on short-hand note sheet supplied by the examiner. He shall reproduce such short-hand text of 400 words in type script in 10 minutes.
- iii) Computer Science Test (Practical) is same as detailed above for the post of Junior Clerk and copyist.