

Dated : 08.04.2024

Syllabus of Paper-II (Subject Aptitude Test) for the post of Junior Scale Stenographer, in H.P. Public Service Commission.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Max. Marks (100 marks)</b>
1.	<b>General Intelligence &amp; Reasoning:-</b> The test will include question on analogies, similarities and differences, space visualization, problem solving analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. the test will include question designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.	<b>30 marks</b>
2.	<b>Knowledge of basis IT tools:</b> 1. Introduction to Spreadsheet 2. Data Analysis in Spreadsheet 3. Word processing 4. Data bases and network management 5. Internet & web based services 6. Operating system 7. Social Media management & net working 8. Information security 9. Basic technical support 10. Fundamental of hardware 11. MS office 12. MS word 13. Power Point	<b>30 marks</b>
3.	<b>Comprehension skills</b> i) Hindi= 10 marks ii) English= 10 marks	<b>20 marks</b>
4.	i) Interpersonal skills including communication skills = 10 marks ii) Moral values & Ethics = 10 marks	<b>20 marks</b>

sd/-  
Additional Secretary,  
H.P.Public Service Commission