

**Syllabus for Written Examination for Recruitment of Vocational Instructor.**

**Trade:- Stenography and Secretarial Assistant.**

**Syllabus:-**

**Stenography and Stenographer-** Meaning and Job.

**Shorthand-**

- Definition, Classification, Arrangements and directions, Joining of Strokes
- **Consonants-** Table of consonants,
- **Vowels:-** Long & Short Vowel, Dot & Dash Vowel, Places of Vowel, Following and preceding vowel, Intermediate vowel, Places for joined strokes & vowel.
- **Short form-** Logograms, Grammalogues, Contractions, Use of tick 'The' in phrasing, Use of Punctuation Marks.
- **Diphthongs:** Definition, Signs and Places of Diphthongs, Triphthongs.
- Alternative forms of R & L Strokes, Thick Downward R & L.
- **Alternative forms of Semi Vowels W & Y-** Abbreviated W, Semicircle of Y or Diaphone U, Triphone and their Uses.
- **Alternative form of Aspirate H-** Tick & Dot H, Downward H Stroke & Upward Sh Stroke.
- **Phraseography-** Formation of Simple Phrases.
- **The Circle:** - **Small circle** for S & Z, Circle and the strokes, Circle S with H stroke, Stroke L and circle S. **Large Circle-** Large Initial Circle for SW, Use of large circle, Medially and finally, Circle and vowel places.
- **The loops-** Small Loop of ST/SD, Large loop for STR.
- **Initial small hooks (Double Consonants)-** R & L Hooks, SHR & SHL hooked strokes, Vowels and double consonants.
- **Alternative forms of curved hooked strokes-** Left & Right Curves of f/v/th/TH, upward SH with hooked strokes, intervening vowels, circles and hooks.
- **Compound Consonants-** Initial large hooks of WH/WHL/KY/GY/KW/GW/MP/MB strokes.
- **Final Hooks:** N & F/V small hooks, Hooks and Vowels, Circles and Loops with finally hooked strokes.
- **Large Final-** (Shun Hook) Use of Shun after Circle, Use of shun hook after certain strokes.
- **Halving Principles-** Halving of Strokes for T or D, Halving of M,N,L,R, for D, Halving of MP/MB/NG hooked etc.
- **Doubling Principles-** Doubling of Strokes for TR & DR, Doubling of MP/MB/NG and L Strokes etc.
- **Prefixes-** definition, Use and representative lines.

- **Suffixes:** definition, Use and representative lines.
- **Intersection-** Monetary Units & Round Figures.
- **Contraction-** formation and uses, Essential Vowels.

**Translation-** Transcribe passage in shorthand, Write given passage in shorthand.

**Letter Writing-**

- Types of letters- Formal letter, Informal letter, Business letter, Official letter, Social letter, Circular & Notices.

**Office-**

- Importance of Office, Departments of Office, Functions, Duties and characteristics of Office Manager. Office Layout, Types of Office Layout, Open and Private Office.
- **Office Environment-** Importance, Elements like Light, Temperature, Moisture, Ventilation, Noise, Interior Decoration, cleanliness and Safety.
- Office Stationery, Office Forms and Manuals. Types of Office Stationery.

**Filing-**

- Meaning, Importance of Filing, Essentials of Good Filing Method.
- **Classification of files** – Alphabetical, Numerical, Geographical and Subject wise. Centralization & Decentralization of Filing.
- **Office Secretary-** Definition, Qualities, Qualification & Types of Secretary. Professional, personal duties and Functions of Office Secretary.
- **Office Equipment-** Principle for selection of Office equipment. Types of Office equipment & Mailing Room equipment. Photocopier and Communicating equipment. Other Useful equipment- Duplicating Machine, Intercom & EPBX, Electronic Stencil Cutter, Personal Computer, Internet, FAX, Photostat etc.

**Postal Service-**

- **Post Office Services-** Importance of Pin Code, Postcard, Registered Letters, Ordinary, Insured Letters, Parcels, Business Reply Postcards, VPP, UPC, Monetary Services etc. Post Bag, Post box etc.
- Speed Post and Courier Services.
- Types of Telegrams and other useful

**Fundamental of Computer-**

- Definition, Utility and types of Computers.
- **Computer Hardware:** Definition, Motherboard & Processor, Input, Output & Storage devices.
- **Software:** Definition, System Software, Application Software.
- **Operating System-** DOS, Windows, LINUX
- **Computer Key Board Functions-** Function Keys, Letter Keys & Caps Lock, Number Keys & Special Character Keys, Numeric Key Pad & Numeric Lock, Space Bar, Tab,

Control, Insert, Alt & Delete Keys, Back Space, Arrow Keys, Page UP, Page Down, Home & End Keys.

- **Word Processing**- MS Words, MS- Excel, MS Power Point.

**Networking and Internet-**

- LAN, MAN, WAN Using internet, Sending and receiving e-mail messages; search engine, Types of search engine, Searching Information from websites by the use of search engines. WWW, HTTP,

