

## Syllabus :- Steno Typist

Computer Based online Exam Marks	120
Professional Test Marks	80
<b>Total Marks</b>	<b>200</b>

Sr. No.	Computer Based Test	No. of Questions	Marks (2 Marks per Que.)
<b>1</b>	<b>Marathi :-</b> <ul style="list-style-type: none"> <li>• Idioms and phrases</li> <li>• Correct the sentences</li> <li>• Fill in the blanks</li> <li>• Synonyms</li> <li>• Antonyms</li> <li>• One word substitution</li> <li>• Basic Marathi Grammar rules</li> </ul>	<b>15</b>	<b>30</b>
<b>2</b>	<b>English :-</b> <ul style="list-style-type: none"> <li>• One word substitution</li> <li>• Synonyms and Antonyms</li> <li>• Spelling error</li> <li>• Spotting error in sentences</li> <li>• Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE'</li> <li>• Idioms and Phrases</li> </ul>	<b>15</b>	<b>30</b>
<b>3</b>	<b>General Knowledge :-</b> <ul style="list-style-type: none"> <li>• Current affairs-India &amp; Maharashtra</li> <li>• About Regional Planning Authority and Specifically MMRDA</li> <li>• Various Transportation Projects</li> <li>• Awareness about Public Transportation.</li> <li>• Indian History-Ancient</li> <li>• Indian National Movement</li> <li>• Indian Geography- Physical, Natural resources, Agriculture, Population, Industries etc.</li> <li>• Indian Polity, Constitution, Parliament</li> <li>• Indian Trade, Economy</li> <li>• Everyday Science including Environment</li> <li>• Indian Culture &amp; Arts, Dance, Music</li> <li>• Sports: India &amp; World</li> </ul>	<b>15</b>	<b>30</b>
<b>4</b>	<b>General Intelligence :-</b> <ul style="list-style-type: none"> <li>• Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy</li> <li>• Similarities and differences</li> <li>• word building</li> <li>• relationship concepts</li> <li>• Arithmetical reasoning</li> <li>• Arithmetic number series, - Semantic Series, Number Series,</li> <li>• Coding and decoding - Small &amp; Capital letters/numbers coding, decoding and classification</li> </ul>	<b>15</b>	<b>30</b>
<b>Total</b>		<b>60</b>	<b>120</b>