



राष्ट्रीय प्रौद्योगिकी संस्थान, कुरुक्षेत्र  
NATIONAL INSTITUTE OF TECHNOLOGY  
(Under the Ministry of Education, Govt. of India)  
KURUKSHETRA-136119

**RECRUITMENT OF NON-TEACHING POSTS (REF.:ADVT. NO.:03/2023)**

<b>Name of the Post</b>	:	Senior Stenographer (Level - 5)
<b>Details of the Scheme &amp; Pattern of Examination:</b>	:	<ul style="list-style-type: none"><li>Total Questions :100 (MCQ Type)</li><li>Maximum Marks :100</li><li>No Negative Marking</li></ul> <p><u>Breakup</u></p> <ul style="list-style-type: none"><li>General Awareness (20)</li><li>Reasoning (20)</li><li>Mathematics (20)</li><li>Test of English/Hindi Language (30)</li><li>Computer Awareness (10)</li></ul>
<b>Duration of Examination</b>	:	02 hours

- The Question Paper shall be Bilingual (English & Hindi) except the Section for the Test of Language wherever applicable.

**SYLLABUS OF EXAMINATION**

**General Awareness:** Includes questions relating to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, current events, environment etc.

**Reasoning:** Includes questions relating to both verbal and non-verbal types, analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

**Quantitative Aptitude:** Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, it's Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

**Computer Awareness:** Includes questions on Operating System, MS Office, MS Word, MS Excel, Power Point, Tally, Internet, E- mail, Antivirus and various online tools used in day- to-day office work.

**Note:-** The Syllabus is suggestive and indicative in nature having only broader areas for reference. The Candidate is expected to have the holistic and expanded knowledge of the subject/syllabus.

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