



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.:21/2025)**

<b>Name of the Post</b>	:	Stenographer (Level - 4)
<b>Details of the Scheme &amp; Pattern of Examination:</b>	:	<ul style="list-style-type: none"><li>Total Questions :160 (MCQ Type)</li><li>Maximum Marks :160</li><li>Negative Marking : 0.25 marks will be deducted for each wrong answer</li></ul> <p><b>Part-A (General Paper) (60)</b></p> <ul style="list-style-type: none"><li>General English (15)</li><li>Numerical Aptitude Arithmetic (15)</li><li>Reasoning and Data Interpretation (15)</li><li>General Knowledge and Current Affairs (15)</li></ul> <p><b>Part-B (Post Related Paper): (100)</b></p>
<b>Duration of Examination</b>	:	2.5 hours

**SYLLABUS FOR WRITTEN TEST**

**Part-A (General Paper)**

- General English** - Tenses, Active and Passive, Direct & Indirect speech, Punctuation, Correction of sentence, One word substitutes, Modals, Articles, Clauses, Synonyms, Antonyms, Idioms & Phrases.
- Numerical Aptitude Arithmetic** - Simplification of Fractions, Simple and Compound Interest, Profit and Loss, Percentage, Averages, Number System, Time and Work, Problems on Trains, Calendar, Area, Problems on Numbers, Square root, Cube root, Time and Distance and Other Basic Arithmetic related problems.
- Reasoning and Data Interpretation** - Number Series Compilation, Missing Number finding, Pattern series, Direction Sense Test, Series Compilations, Classification, Missing Character finding, odd man out, Blood relations, Analogy, Coding & Decoding, Letter & Symbol Series, Verbal reasoning, Statements & Conclusions, Letter & Symbol Series, Logical Problems, Arithmetic Reasoning, Logical Sequence of Words, Pie Chart & Bar Chart
- General Knowledge and Current Affairs-** Indian History, Indian Economy, Indian Culture, Indian Polity, Indian Constitution, Indian Geography, Environmental Science, Awards and Honors, Famous Personalities, Days and Years, Basic General Knowledge, Current Affairs, Government Schemes, etc. upto 10<sup>th</sup> Standard.

## **Part-B (Post Related Paper)**

NIT Acts & Statutes and their subsequent amendments, Fundamental Rules & Supplementary Rules, CCS (Leave) Rules, TA/DA Rules, LTC Rules, Medical Attendance Rules, CCS (Pension) Rules & NPS, CCS (Conduct) Rules, CCS (CCA) Rules, Rules regarding allowances to Central Government employees, Deputation & Foreign service, Technical Resignation & Lien, Reservation in appointment, Right to Information Act, GFR 2017 & subsequent amendments, Procurement of goods and services, Office Procedures Gratuity Act, Recruitment Rules for Faculty and Non-faculty, Purchase Manual for Goods & Services, UG, PG & Doctoral Ordinances of NIT Kurukshetra.

**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.

\*\*\*\*