

Annexure-C

Stage-I

Indicative Syllabus of Preliminary written Examination

- Arithmetic-10th Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.)- 10th Standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance
- Computer/ Internet Awareness
- Odisha Economy, Odisha History, Odisha Geography, Odisha Heritage and Culture. -10th Standard

Stage-II

Indicative Syllabus of Main Written Examination:

Language Paper (Odia & English)

- Odia Language Comprehension-10th Standard.
- English language Comprehension- Plus Two Standard.
- Precis Writing (Odia as well as English)-10th Standard.
- Usage and Vocabulary (Odia as well as English)-Plus two Standard.
- Translation from English to Odia and vice- versa. -Plus two Standard.

Stage-III

(a) Indicative Syllabus of computer Skill Test:

- Computer Fundamentals
- MS Windows
- Office Software
- Word Processing (MS Word)
- Spread Sheet (MS Excel)
- Presentation/Slide ware (MS Power Point)
- Database (MS Access)
- Usage of Internet, Services available on Internet
- Basic Networking Concepts, Communication Technology

(b) Indicative Syllabus for Stenography Test:

- vii. Dictation in English for 5 minutes approximately @ 70 words per minute to be transcribed on Computer within 25 minutes.
- viii. Dictation in Odia for 5 minutes approximately @ 70 words per minute to be transcribed on Computer within 35 minutes.

(C) Syllabus for Typing Test:-

- i. Transcription in English of a passage of around 370 words in 10 minutes.
- ii. transcription in Odia of a passage of around 400 words in 25 minutes.