

**Jharkhand High Court Steno Syllabus || Download JHC Personal Assistant,  
Stenographer Exam Pattern @ [jharkhandhighcourt.nic.in](http://jharkhandhighcourt.nic.in)**

**Jharkhand High Court Personal Assistant PA, Stenographer English  
Selection Process**

<b>Jharkhand High Court Selection Process</b>	
<b>Phase I</b>	Online Examination
<b>Phase II</b>	Typing Test and Personality Test/Viva-voce test

**Jharkhand High Court English Stenographer, PA Exam Pattern**

<b>Exam Type</b>	<b>Papers</b>	<b>Subject</b>	<b>Time Duration</b>	<b>Total Marks</b>
<b>Phase I (Objective)</b>	General Knowledge		3 Hrs	200
	The paper I	English Language	3 Hrs	200
	Paper-II	Hindi Language	3 Hrs	200
<b>Phase II (Typewriting and Shorthand)</b>	Paper III	Practical	3 Hrs	100

**Jharkhand High Court Syllabus**

**General Knowledge**

- Indian Constitution.
- History.
- Science – Inventions & Discoveries.
- Geography of India.
- Budget and Five Year Plans.

- Economy.
- Important Financial & Economic News.
- Culture.
- Scientific Research.
- Sports.
- India and its neighboring countries.
- General Politics.
- Knowledge of Current Events.
- Economy, Banking, and Finance.
- Countries & Capitals.
- Indian Economy.
- Sports
- Science and Technology.
- Indian Constitution
- Culture
- Awards and Honors.
- Science – Inventions & Discoveries.
- General Politics.
- Important Days.
- Abbreviations
- History – India.
- Indian Polity.
- Sports and Games.
- Personalities in News.
- Geography – India
- Current events – International & National.
- Important Financial & Economic News.
- Books and Authors.

### **General English**

- Verb.
- Subject-Verb Agreement.
- Tenses.
- Comprehension.
- Articles.
- Adverb.
- Fill in the Blanks.
- Sentence Rearrangement.
- Error Correction.

- Vocabulary.
- Unseen Passages.
- Synonyms.
- Antonyms.
- Idioms & Phrases
- Grammar etc.

### **General Hindi**

- Antonyms
- Comprehension
- Error Detection
- Fill in the Blanks
- Grammar
- Phrases
- Plural Forms
- Synonyms
- Vocabulary
- Translation of Sentences Etc

### **Current Affairs**

- Indian Financial System.
- Books & Authors.
- Current Ministers & Governors.
- Sports.
- Science & Technology.
- Government Schemes.
- Capitals & Currencies.
- Summits & Conferences
- Abbreviations and Economic Terminologies etc.

### **Computer Topics**

- MS Word.
- MS PowerPoint.
- Microsoft One Note.
- MS Excel.
- Microsoft Access also.
- MS Project
- Microsoft Outlook.

- MS Visio.
- Microsoft Publisher.
- Software & Hardware Components.
- History of Computer
- Computer tools
- Basic Computer Terminology
- Software names and usages
- Basic Internet Knowledge and Protocols
- Number System
- Computer Hardware Parts and Controls
- Operating System
- Computer Abbreviation
- Database Management Systems
- Network Basics

**Numerical & Mental Ability:**

- Boats and Streams.
- Data Interpretation.
- Average.
- Profit and Loss.
- Number Systems.
- Time, Work, Distance.
- Ratio and Proportion.
- Simple Interest.
- Problems on Ages.
- Percentages.
- Compound Interest.
- H.C.F. and L.C.M. Discounts.
- Simplification.
- Fundamental Arithmetical operations