

Selection Process of Jharkhand High Court Recruitment 2018

Phase I	Online Examination
Phase II	Typing Test and Personality Test/Viva voce test

Jharkhand High Court English Stenographer, PA Exam Pattern 2018:

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

Jharkhand High Court Steno, Personal Assistant Exam Syllabus 2018

Jharkhand HC General Knowledge Syllabus:

- 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.

Jharkhand High Court Steno, PA Exam General English Syllabus:

- 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.

Current Affairs Section Topics:

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

JHC English Stenographer Exam Computer Fundamentals 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

Jharkhand HC Numerical & Mental Ability Tppics

- 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