

GHC Gujarati & English Stenographer Gr III Exam Pattern

S.No	Exam Type	Subject	Marks	Duration
1.	Objective Type	General Knowledge	100 Marks (60 Marks Steno Test & 40 marks Viva Voice Test)	01 Hour
2.		General English		
3.		Knowledge Of Gujarati, Hindi & English Language		
4.		Current Affairs		
5.		Numerical & Mental Ability		
6.		Computer Fundamentals / Operation		

GHC Gujarati & English Stenographer Grade III Syllabus

General Knowledge

- Indian Constitution
- General Politics
- Geography of India & Gujarat
- Budget and Five Year Plans
- India and its neighboring countries
- History
- Scientific Research
- Special Reference to Gujarat State
- Culture
- Important Financial & Economic News
- Knowledge of Current Events
- Science – Inventions & Discoveries
- Sports
- Economy
- Economy, Banking, and Finance
- Countries & Capitals

Numerical & Mental Ability

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

Computer Fundamentals

- Microsoft One Note
- MS Word
- Microsoft Access
- MS Excel
- Microsoft Publisher
- MS Visio
- Microsoft Outlook
- Software & Hardware Components
- MS PowerPoint
- MS Project

General Awareness

- Indian History
- Science & Technology
- Major River systems
- Indian Polity
- Indian Culture & Heritage
- Wildlife sanctuaries Natural Resources
- Indian Constitution
- IT & Space
- Land Reforms
- Indian Economy
- Power Plants projects
- Tourist places
- Current Events – National & International
- Historical places and monuments

- Indian Geography
- The topography of Climates

Gujarati, Hindi & English Language

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

General English

- Synonyms
- Joining Sentences
- Error Correction (Phrase in Bold)
- Sentence Arrangement
- Prepositions
- Spotting Errors
- Passage Completion
- Antonyms
- Error Correction (Underlined Part)
- Substitution
- Sentence Improvement
- Idioms and Phrases
- Para Completion
- Active Voice and Passive Voice
- Sentence Completion
- Fill in the blanks

General Aptitude

- Simplification
- Problems on Ages
- Time & Distance
- Analogies
- Percentages
- Ratios & Proportions
- Averages

- Time and Work
- Dimensions
- Problem Solving
- Profit & Loss
- Arithmetic Reasoning
- Pipes & Cistern

Logical Ability

- Number Series
- Letter and Symbol Series
- Matching Definitions
- Making Judgments
- Analogies
- Verbal Classification
- Logical Problems
- Statement and Conclusion
- Logical Deduction
- Essential Part
- Artificial Language
- Verbal Reasoning

Current Affairs

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