

Calcutta High Court Group D Exam Pattern

(III) Mode of Examination for Stenographer (Group-B):

- Paper-I (Screening Test) - General English (100 marks) (Syllabus – Spelling, Correct use of words, Correctness of sentences, use of common phrases, synonyms, antonyms & Punctuation (Time limit 1 hour);
- Candidates who will qualify the screening test shall be eligible to appear in Paper-II & Paper-III;
- Paper-II - Dictation & Transcription (200 marks) – Dictation lasting for 5 minutes followed by transcription of notes in candidates' own handwriting for an hour;
- Paper –III - Typing in typewriter machine (100 marks) - The candidates are required to type from a manuscript accurately on the Type writer @ not less than 30 words per minute. The test will be for 10 minutes.
- On the basis of the result of the all the three papers, the successful candidates will be called for Personality test (20 Marks) & computer proficiency test (30 marks). A final panel will be prepared upon evaluation of all these tests.
- The number of errors that shall be admissible in respect of Paper –II & III & qualifying marks in any or all the papers in aggregate, shall be fixed by the authority.

Note - Candidates have to bring their shorthand note book & Type Writer machine at the Examination Centre & shall carry the same to the allotted hall/room on their own.

S.No.	Type of Exam	Name of the Subject	Questions	Marks	Duration
1.	Written Examination	Arithmetic	50	100	75 Minutes
2.		General Knowledge			
3.		General Intelligence			
4.		English			

Calcutta High Court Group D Syllabus 2019

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General Knowledge

- Chemistry
- Indian Culture
- Environment
- Zoology
- Physics
- Famous Days & Dates
- Indian Politics
- Inventions in the World
- Indian Economy
- Geography
- Botany
- Famous Books & Authors
- Indian History
- Basic Computer
- Indian Parliament
- Sports

Practise GK Mock Test Questions

English

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

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General Intelligence

- Analogies

- Non-Verbal Series
- Number Series
- Figural Pattern
- Coding-Decoding
- Mathematical Operations
- Venn diagrams
- Classification
- Blood Relations
- Arrangements
- Arithmetical Reasoning
- Number Ranking
- Figurative Classification
- Cubes and Dice
- Directions
- Number, Ranking & Time Sequence
- Logical Venn Diagrams

Practice Reasoning Mock Test Questions

Arithmetic

- Simple Interest
- Problems on Numbers
- Compound Interest
- Areas
- Pipes and Cisterns
- Races and Games
- Averages
- Problems on L.C.M and H.C.F
- Time and Work
- Partnership
- Quadratic Equations
- Probability
- Simplification and Approximation
- Indices and Surds
- Mensuration
- Permutations and Combinations
- Percentages
- Simple Equations
- Ratio and Proportion
- Boats and Streams
- Time and Distance
- Problems on Trains
- Numbers and Ages
- Mixtures and Allegations
- Volumes Profit and Loss

- Odd Man Out

Practise Aptitude Mock Test Questions

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