

OSSC Junior Stenographer Syllabus|| Check Junior Stenographer Exam Pattern

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Language Test

Subjects	Marks	Duration
English Language	25	30
Odia Language	25	30
Total	50 Marks	60 Minutes

English Shorthand Test

Subjects	Marks	Duration
Dictation	50	5 Minutes (80 Words per Minute)
Transcription on Computer	50	25 Minutes

Odia Shorthand Test

Subjects	Marks	Time Duration
Dictation	50	5 Minutes (80 Words per Minute)
Transcription on Computer	50	35 Minutes

Odisha Junior Stenographer Syllabus

English

- Grammar
- Verbs
- Tenses
- Modal
- Active and Passive Voice
- Subject-verb concord
- Non-finite verb forms (infinitives and participles)
- Sentence Structure

- Connectors
- Types of sentences
- Types of Phrases and Clause
- Direct & Indirect speech
- Comparison
- Determiners
- Pronouns
- Prepositions
- Unseen passage with a variety of comprehension questions including vocabulary
- Essay writing on familiar topics
- Letter writing

Odia

- Transformation of sentences: Affirmative, Negative, Interrogative, Exclamatory, Simple, Compound, Complex
- Transformation of words
- Sandhi
- Samasa
- Antonyms and Synonyms
- Correction of common errors in words
- Idioms and Phrases
- Taddhita and Krudanta
- Punctuation marks