EPFO Stenographer Exam Pattern

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Phase 1

Serial Number	Name Of The Test (Objective Type)	Questions	Marks	Duration
1	General Aptitude	50	200	
2	General Awareness [includes Computer Awareness]	50	200	2 Hours 30 Minutes
3	English Language and Comprehension	100	400	
	Total	200	800	

Skill Test in Stenography:

Dictation: Ten minutes at the rate of eighty words per minute. (Dictation will be computer-based)

Transcription: Fifty minutes (English) / Sixty-five minutes (Hindi). (Only on the computer). Skill Test in Stenography will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

EPFO Stenographer Syllabus - Topic Wise

General Aptitude

1. Semantic Classification
2. Venn Diagrams
3. Symbolic/Number Classification
4. Drawing Inferences
5. Semantic Analogy
6. Symbolic Operations
7. Symbolic/Number Analogy
8. Trends
9. Figural Analogy
10. Space Orientation
11. Figural Classification
12. Punched Hole/Pattern Folding & Unfolding
13. Semantic Series
14. Figural Pattern-Folding and Completion
15. Number Series
16. Embedded Figures

17. Figural Series
18. Critical Thinking
19. Problem-Solving
20. Emotional Intelligence
21. Word Building
22. Social Intelligence
23. Coding and Decoding
24. Numerical Operations

General Knowledge/ Awareness

1. Indian History
2. Indian Geography
3. Economics
4. General Science
5. Environment and its application to the society
6. Current events relating to India and its neighboring 23 countries, especially about Sports, History, Culture, Geography, Economic scene
7. General Polity including Indian Constitution
8. Scientific Research

English with Comprehension

1. Reading Comprehension
2. Fillers (Double fillers, Multiple Sentence Fillers, Sentence Fillers)
3. Cloze Test
4. Phrase Replacement
5. Odd Sentence
6. Para Jumbles
7. Inference
8. Sentence Completion
9. Connectors
10. Paragraph Conclusion
11. Phrasal Verb-Related Questions
12. Error Detection Questions
13. Word usage
14. Vocab Based Questions

Computer Literacy

1. Computer Basics
2. Organization of a computer
3. PORTs
4. Central Processing Unit (CPU)
5. Input/output devices
6. Memory organization

7. Computer memory
8. Keyboard shortcuts
9. Back-up devices
10. Windows Explorer
11. MS Office (MS Word, MS Excel, PowerPoint, MS Access)
12. Internet and e-mails knowledge
13. Web Browsing & Searching
14. Managing an E-mail Account
15. e-Banking
16. Basics of networking and cyber security
17. Networking devices and protocols
18. Network and information security threats (like hacking, virus, worms, Trojans,s, etc.) and preventive measures

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