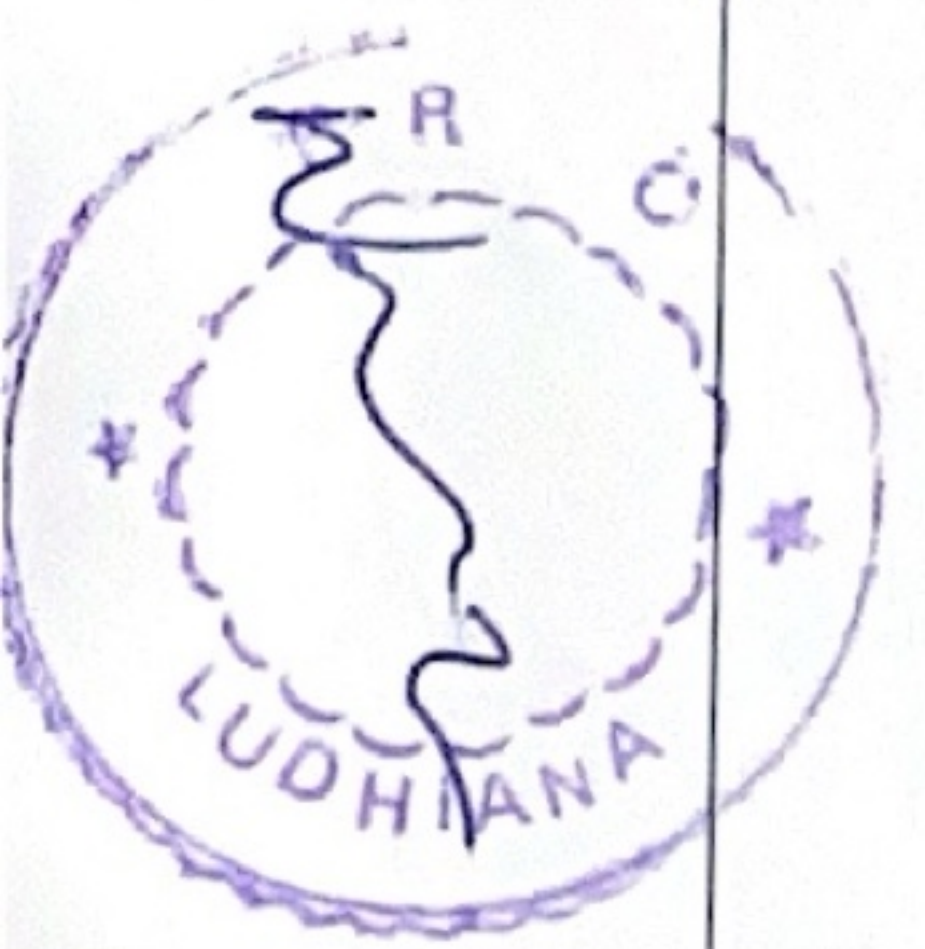


List of Screened In/Eligible candidates for the post of Steno-Typist

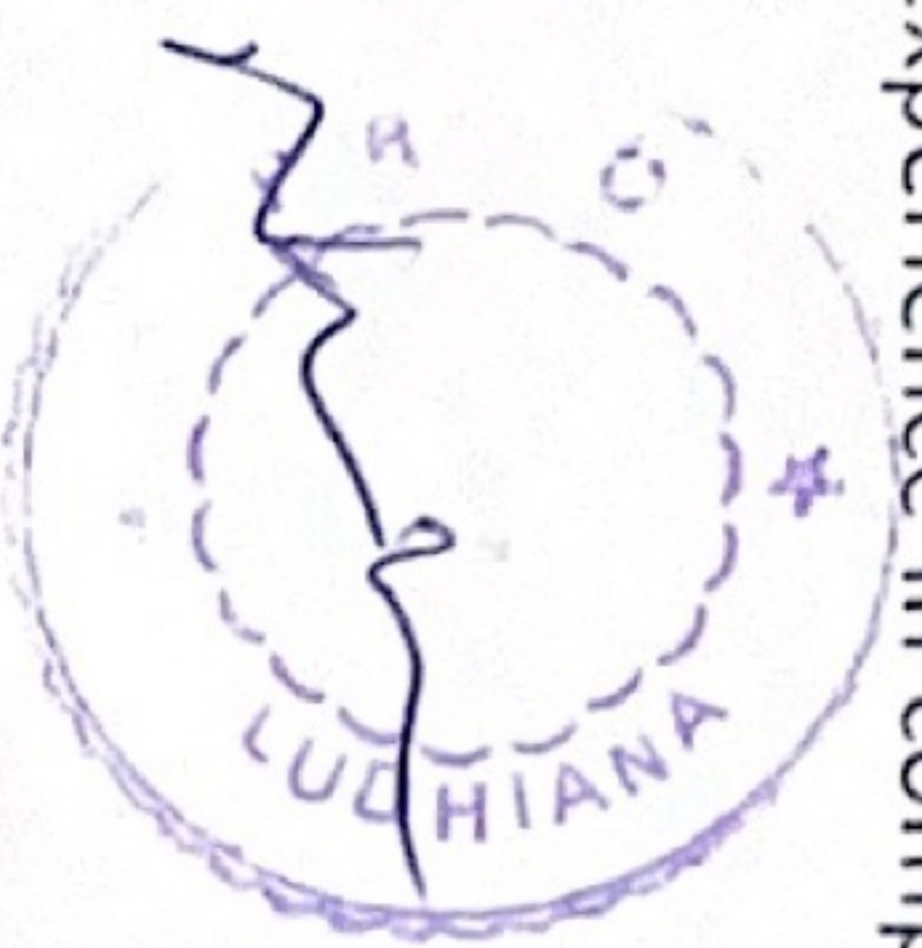
Sr No.	Name	Father's/Husband Name	D.O.B	Screening Status	If Screened Out, Reason of Rejection
1	Vishal Grover	Rajinder Kumar	17.3.1994	In	
2	Bikram Gupta	Harblash Rai Gupta	23.2.1991	In	
3	Taranjot Singh	Tarsem Singh	3.9.1996	In	
4	Narinder Kumar	Harbans Lal	2.9.1993	In	
5	Jatinder Kaur	Kulwinder Singh	14.1.1997	In	
6	Hitesh	Ravikant	12.9.1993	In	
7	Vandana Yadav	Rakesh Yadav	22.5.1997	In	
8	Jagpreet Singh	Bajjit Singh	30.9.1996	In	
9	Nancy Rani	Narinder Kumar	17.7.1992	In	
10	Shikha Goyal	C/o Lokesh Goyal	28.7.1993	In	
11	Pooja Chauhan	Raju	12.10.1991	In	
12	Sukhdeep Singh	Gurmail Singh	24.8.1999	In	
13	Randeep Singh	Darshan Singh	19.10.1994	In	
14	Gourav Bajaj	Harish Bajaj	12.11.1990	In	
15	Aarti Rani	W/o Amit Kumar	15.7.1993	In	



16	Raghav Aggarwal	Sant Kumar	14.6.1998	In	
17	Ranjeet Singh	Gurmeet Singh	27.7.1997	In	
18	Yogita	Roshan Lal	13.6.1998	In	
19	Sagar Sehgal	Rajinder Kumar	21.12.1997	In	
20	Rajni Bala	Late Sh. Vijay Kumar	16.7.1990	In	
21	Harjot Kaur	Harpal Singh	21.6.1995	In	
22	Priya	Om Parkash	24.11.1997	In	
23	Rupinder Kaur	Mohan Singh	15.8.1994	In	
24	Jagdeep Singh	Jasbir Singh	4.12.1997	In	
25	Ritesh Sharma	Naveen Sharma	23.2.2000	In	
26	Baljeet Kaur	Tehal Singh	1.9.1994	In	
27	Vishvdeep Singh	Nirmal Singh	10.3.1992	In	
28	Jaspreet Kaur	Jaswant Singh	18.12.1997	In	
29	Sandeep	Baldev Raj	1.1.1993	In	
30	Manpreet Kaur	Darshan Singh	20.9.1996	In	
31	Dakshesh	Shashi Bhushan	2.11.1998	In	

Note:

1. The above candidates are provisionally screened in subject to verification of short hand speed at time of typing test.
2. The above candidates are provisionally screened in subject to verification of 120 hours working experience in computer application in original before typing test.



Plan of Written Examination

Screened In/Eligible candidates (List Attached) are informed as under with respect to the written test to be conducted for the recruitment of **Steno-Typist (Advt. No.03 of 2023): -**

1. The Exam will be conducted in MCQ (Multiple Choice Questions) format.
2. The Exam would be of 2 hours 30 minutes duration.
3. The Exam will consist of two parts (Part A and Part B) as follows:-

(a) **Part A:- Xth Standard Punjabi** as Qualifying Exam as per Notification No. G.S.R.72/Const./ Art.309/Amd.(22)/2022, dated:28.10.2022.

Part	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
A	Punjabi (Qualifying Nature) (Annexure-1)	50	50	MCQs (Multiple Choice Questions)

Note: - (i) There will be no negative marking in Part-A.

(ii) Part 'B' will be evaluated only if a candidate scores minimum 50% marks (i.e 25 marks) in Part 'A'.

(b) **Part-B: -Part-B will consist of two sub-sections i.e Section (1) and Section (II) as following: -**

Part	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
	(II)	Questions from General Knowledge, English, Logical Reasoning and Mental ability, Computer Basics and English. (Annexure- 2)	100	100
	Total	100	100	

Note:-(i) There will be negative marking in Part-B. Each question carries 1 mark. For every wrong answer, 1/4th mark would be deducted. The question(s) not attempted will receive no credit or discredit.

(ii) The merit list of candidates, who will qualify Part-'A', will be prepared on the basis of marks secured by candidate in Part- B.

(iii) No candidate shall be eligible to be Skill/Typing test unless he/she obtains 40% marks in the Part –B Written competitive examination (read 35% for the candidates belonging to Schedules Caste of Punjab and Backward Classes of Punjab)

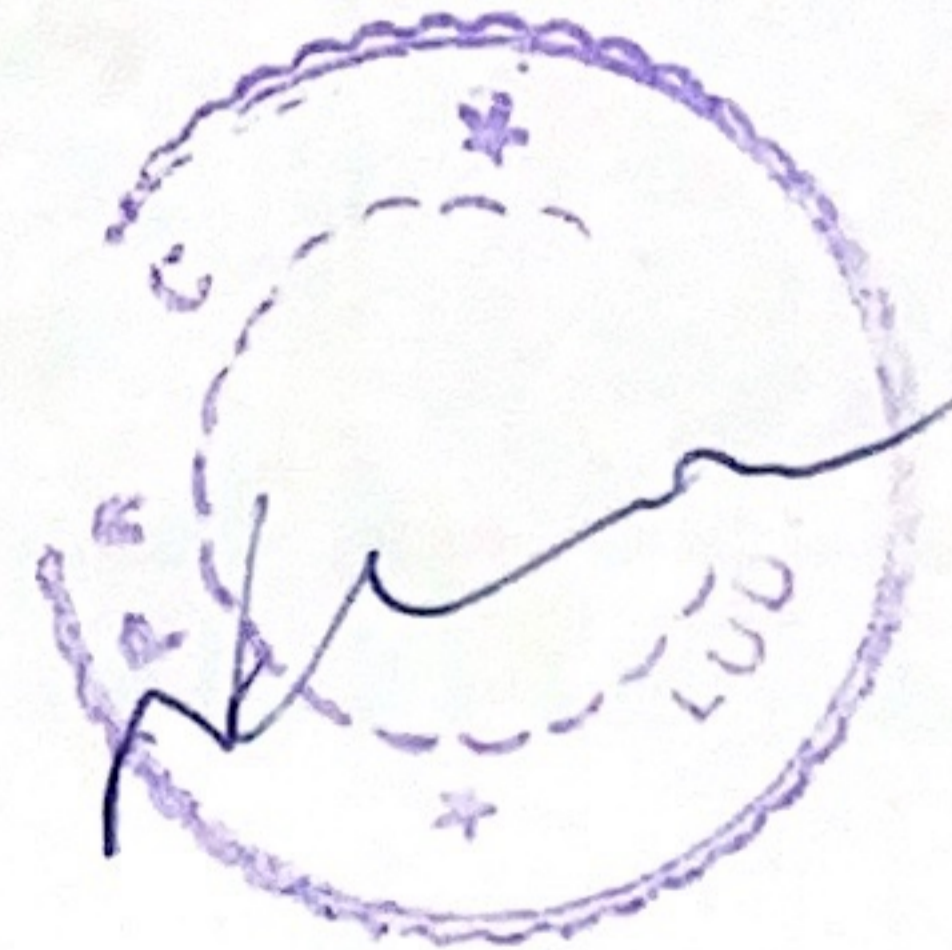
4. Tentative syllabus for the written examination for the recruitment of Steno-Typist is annexed at Annexure-1 and 2.



Annexure-1 (Punjabi Syllabus)

Part-A (Punjabi Qualifying Exam)

1. ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ :-
ਸ੍ਰੀ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ,
ਸ੍ਰੀ ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ।
2. ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ।
3. ਮੁਹਾਵਰੇ।
4. ਅਖਾਣ।
5. ਸ਼ਬਦ ਦੇ ਭੇਦ।
6. ਅਗੇਤਰ/ਪਿਛੇਤਰ
7. ਵਚਨ ਬਦਲੇ ਤੇ ਲਿੰਗ ਬਦਲੇ।
8. ਵਿਸ਼ਰਾਮਚਿੰਨ੍ਹ।
9. ਸ਼ਬਦਾਂ / ਵਾਕਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖੋ।
10. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸੁੱਧ ਰੂਪ
11. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸੁੱਧ ਪੰਜਾਬੀ ਰੂਪ।
12. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ
13. ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ
14. ਪੰਜਾਬ ਦੇ ਸਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।



Annexure-2

Part B(II)--General Knowledge, Logical Reasoning and Mental Ability, Computer Basics and English.

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1	General Knowledge and Current affairs of State and National Importance including: (I) Environment & Pollution issues, (II) Current Affairs, (III) Economic issues, (IV) History of India (V) Sports and Games.	40
2	Logical Reasoning & Mental Ability: Verbal reasoning: Coding, Decoding, Analogy, Classification, Series, Direction sense test, relations, mathematical operations, time test, odd man out problems. Non Verbal reasoning: Series, Analogy and Classification. Basic numerical skills, Percentage, Number system, LCM and HCF, Ratio and Proportion, Number series, Average, Problems based on Ages, Profit & Loss, Partnership and Mixture, Simple and Compound Interest, Work and Time, Time and Distance, Data Interpretation.	20
3	Computer Basics: MS Word – Word Processing, MS Excel – Spreadsheet, Operating System, MS PowerPoint Presentation, Computer Fundamentals, Computer Software, Internet & Mobile Usage.	20
4	English: Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, etc.	20
	Maximum Marks	100

Note:-a) The distribution of marks/question in each section is indicative. It may vary slightly.

b) The syllabus is broadly classified as above but may vary to some extent.

