

Chandigarh Administration Exam Pattern

Paper I

| Subject | Marks | Exam Duration |
|---------------------------|------------------|---------------|
| General Knowledge | 40 Marks | 2 Hours |
| English (up to 12th) | 40 Marks | |
| Computer Proficiency Test | 20 Marks | |
| Total | 100 Marks | |

Paper-II

| Subject | Marks | Exam Duration |
|--|------------------|---------------|
| Mathematics (up to 10th level) | 40 Marks | 2 Hours |
| Statistics (up to 10th level) | 30 Marks | |
| Aptitude (Reasoning -verbal/ non verbal) | 30 Marks | |
| Total | 100 Marks | |

For Clerk Only

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|--------------------------------|---|
| Typing Test on Computer for 10 | Only Qualifying Test minutes @ 35 words per minute (No marks/Weightage) |
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For Steno-Typists (English) Only

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| Stenography Test in English | Stenography Test at the speed of 80 words per minute (No marks/Weightage) in Stenography and 20 words per minute to transcript the same on computer |
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Chandigarh Administration Clerk, Steno Typist Syllabus: Topic Wise

English

- Idioms & Phrases.
- Synonyms.
- Antonyms

- Error Correction.
- Articles.
- Sentence Rearrangement.
- Tenses.
- Fill in the Blanks.
- Adverb
- Subject-Verb Agreement.
- Verb.
- Unseen Passages.
- Comprehension.
- Grammar.
- Vocabulary.

General Knowledge

- Economy
- Science & Technology
- General Policy
- Geography – India & Chandigarh
- Indian Constitution
- General Awareness
- Sports
- Current Events – National & International
- Indian History
- Indian National Movement
- Chandigarh History
- Cultural Heritage

Computer Proficiency

- Micro Soft Excel
- MS Word
- Computer Hardware
- Computer Software
- Internet Usage
- MS Power-Point
- Operating System

Statistics

- Mean.
- Median.
- Mode.
- Correct Mean.
- Mean Deviation.
- Standard Deviation etc.

Reasoning

- Decision Making.
- Alphabet Series.
- Cubes and Dice.
- Coding-Decoding.
- Number Series.
- Non-Verbal Series.
- Embedded Figures
- Mirror Images.
- Blood Relations.
- Clocks & Calendars.
- Number Ranking.
- Directions.
- Analogy.
- Arithmetical Reasoning.

Aptitude

- Ratio and Proportions.
- Data Interpretation
- Mixtures & Allegations.
- Average.
- Number System.
- Simplification.
- Time and Work.
- Time and Distance.
- HCF & LCM.
- Decimal & Fractions.
- Simple & Compound Interest.
- Problems on Ages.
- Profit and Loss.
- Percentages.