

NCTE Exam Pattern

Assistant

Written Test

Section Name	Subject Names	Number Of Questions	Total Marks	Time Duration
Part I	General Intelligence and Reasoning	25	50	90 Minutes
Part-II	General Awareness	25	50	
Part III	Quantitative Aptitude	25	50	
Part IV	English Comprehension	25	50	
Total		100 Questions	200 Marks	

Skill Test

Subjects Involved	Total Marks	Qualifying Score
Computer Proficiency Test (MS word, MS Excel, MS Access, MS PowerPoint, and Internet)	100	Qualifying in Nature

Stenographer Grade 'C'

Section Name	Subject Names	Number Of Questions	Total Marks	Time Duration
Part I	Language Proficiency Test 1. Hindi 2. English	1. 15	1. 15	90 Minutes
		2. 15	2. 15	
Part-II	Mental Ability/ Reasoning/ Arithmetic	30	30	
Part III	General Awareness & Current Affairs	20	20	

Part IV	English Comprehension	20	20	
Total		100 Questions	100 Marks	

Skill Test

Computer Proficiency Test	Maximum Marks	Qualifying in nature
Shorthand Test Shorthand Speed 100 w.p.m. English / Hindi	50 marks	Qualifying in nature.
Typing Test Typing Test only on the computer Net typing speed, English – 40 w.p.m. or Hindi – 35 w.p.m.	50 marks	
Computer Proficiency Test MS Word, MS Excel, MS Access, MS PowerPoint, and the Internet.	100 marks	

Stenographer Grade 'D'

Parts	Section Name	Maximum Questions	Number Of Questions	Time Duration
Part I	Language Proficiency Test 1. Hindi 2. English	1. 15 2. 15	1. 15 2. 15	90 Minutes
Part-II	Mental Ability/ Reasoning/ Arithmetic	30	30	
Part III	General Awareness & Current Affairs	20	20	
Part IV	Knowledge of Computer	20	20	

Total	100	100	
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Skill Test

Computer Proficiency Test		Qualifying in nature
Shorthand Test Shorthand Speed 100 w.p.m. English / Hindi	50 marks	Qualifying in nature
Typing Test Typing Test only on computer Net typing speed, English – 40 w.p.m. or Hindi – 35 w.p.m.	50 marks	
Computer Proficiency Test MS Word, MS Excel, MS Access, MS PowerPoint, and the Internet.	100 marks	

Data Entry Operator

Parts	Section Name	Maximum Questions	Number Of Questions	Time Duration
Part I	English Language (Basic Knowledge)	50	25	90 Minutes
Part-II	General Intelligence/ Reasoning	50	25	
Part III	Quantitative Aptitude (Basic Arithmetic Skill)	50	25	
Part IV	General Awareness	50	25	
Total		200	100	

Skill Test

Typing Test Typing Test only on computer Net typing speed, English – 35 w.p.m. or Hindi – 30 w.p.m.	50 marks	Qualifying in nature
Computer Proficiency Test MS Word, MS Excel, MS Access, MS PowerPoint, and the Internet.	100 marks	

Lower Division Clerk

Parts	Section Name	Maximum Questions	Number Of Questions	Time Duration
Part I	Language Proficiency Test 1. Hindi	1. 10 2. 10	1. 10 2. 10	90 Minutes

	2. English			
Part-II	Mental Ability/ Reasoning	20	20	
Part III	General Awareness & Current Affairs	20	20	
Part IV	Arithmetic Ability	20	20	
Part V	Knowledge of Computer	20	20	
Total		200	100	

Skill Test

Typing Test Typing Test only on computer Net typing speed, English – 35 w.p.m. or Hindi – 30 w.p.m.	50 marks	Qualifying in nature
Computer Proficiency Test MS Word, MS Excel, MS Access, MS PowerPoint, and the Internet.	100 marks	

NCTE Stenographer Syllabus - Subject Wise

Arithmetic Ability

- Time and Distance
- Problems on Trains
- Time and Work Partnership
- Ratio and Proportion
- Boats and Streams
- Simple Interest
- Areas
- Averages
- Problems on L.C.M and H.C.F
- Pipes and Cisterns
- Problems on Numbers
- Compound Interest
- Volumes
- Profit and Loss
- Odd Man Out
- Races and Games
- Numbers and Ages
- Mixtures and Allegations
- Percentages
- Simple Equations
- Quadratic Equations

- Indices and Surds
- Mensuration
- Permutations and Combinations
- Probability
- Simplification and Approximation

Reasoning

- Puzzles
- Verbal Reasoning
- Logical Reasoning
- Data Sufficiency
- Non-Verbal Reasoning
- Data Interpretation
- Analytical Reasoning

General Knowledge & Current Affairs

- Famous Places in India.
- Biology.
- Geography.
- Indian History.
- Famous Books & Authors.
- Rivers, Lakes, and Seas.
- Indian Economy.
- Artists.
- Sports.
- Countries and Capitals.
- Indian Parliament.
- Tourism.
- Famous Days & Dates.
- Literature.
- Civics.
- Environmental Issues.
- Indian Politics.
- General Science.
- Heritage.
- Inventions and Discoveries.

General Hindi

- Phrases
- Antonyms
- Comprehension
- Plural Forms
- Fill in the Blanks

- Grammar
- Synonyms
- Vocabulary
- Translation of Sentences Etc
- Error Detection

General English

- Antonyms
- Question Tag
- Preposition
- Verb, Adverb
- Adjective
- Compound words
- Gerund, Infinitives
- Conjunction
- Articles
- Noun, Pronoun
- Plural form of words
- Simple, Compound, Complex
- Degrees of Comparison
- Synonyms
- Spot the error
- Fill in the blanks

Computer Knowledge

- Hardware
- Software
- Communication (Basic Introduction)
- The Internet (Concept, History, working environment, Application).
- Security Tools, Virus, Hacker
- MS Windows & MS Office
- History of Computers