

**SYLLABUS - DEPARTMENTAL EXAMINATION FOR THE POST OF
JUNIOR CLERK (ENGLISH TYPIST)**

(A) General Awareness (Objective Type)

Questions shall aim at testing the candidate's awareness of current events and environment around him/her, besides testing the knowledge of Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian Geography, Economics, Indian Polity, Indian Constitution, etc.

(B) English Language (Objective Type)

Questions in this component are designed to test the candidate's understanding, correct usage and knowledge of English Language and will be based on error recognition, fill in the blanks (using Verbs, Prepositions, Articles, etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms, etc.

(C) English Language (Descriptive Type)

This paper will test the skills and abilities of the candidate in Essay Writing, Precis Writing, Comprehension, Drafting of letters / notices / other forms of communications in English.