



डा बी आर अम्बेडकर राष्ट्रीय प्रौद्योगिकी संस्थान, जालन्धर
DR BR AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY JALANDHAR

Syllabus for written test for the post of Senior Stenographer

- General Knowledge, Current Affairs, Analytical Ability, Quantitative Aptitude, Reasoning and Logic, English Language. General Awareness. Questions on General Awareness may include questions on functioning and structure of Government, Government Policy. Institute working system and Knowledge of Computer applications used in office. Basic Knowledge of NITs and its Act and statutes.
- Procedures of Government Offices, and Government Rules and Regulations like Fundamental Rules, General Financial Rules, Pension Rules, New Pension Scheme, Delegation of Financial Power Rules, Government E-market Place, Government Accounting Rules, Receipt and Payment Rules, CCS (Conduct) Rules, CCS (CCA) Rules etc., noting drafting etc.