



राजस्थान स्वास्थ्य विज्ञान विश्वविद्यालय
Rajasthan University of Health Sciences

Sector-18, Kumbha Marg, Pratap Nagar, Tonk Road, Jaipur -302033

SYLLABUS FOR THE POST OF **STENOGRAPHER** COMPETITIVE EXAMINATION, 2017

PHASE - I

प्रश्न - पत्र प्रथम (सामान्य ज्ञान, दैनिक विज्ञान और राजस्थान का सामान्य ज्ञान)

सामान्य ज्ञान और राजस्थान का सामान्य ज्ञान -

- 1 राज्य स्तरीय, राष्ट्रीय एवं अन्तर्राष्ट्रीय मुद्दे : समसामयिक घटनाएँ एवं तथ्य, राष्ट्रीय एवं अन्तर्राष्ट्रीय प्रमुख संगठन एवं संस्थाएँ ।
- 2 भारत का भूगोल एवं प्राकृतिक संसाधन : भारत की भौतिक दशाएँ, प्रमुख भौतिक विभाग, जलवायु, वनस्पति एवं मृदा, प्राकृतिक संसाधन, वन्य जीव एवं संरक्षण, पर्यावरण संरक्षण, प्रमुख उद्योग एवं आर्थिक विकास ।
- 3 राजस्थान का भूगोल एवं प्राकृतिक संसाधन : राजस्थान की भौतिक दशाएँ, प्रमुख भौतिक विभाग, वनस्पति एवं मृदा, प्राकृतिक संसाधन-खनिज, वन, जल, पशु, वन्य - जीव एवं संरक्षण, पर्यावरण संरक्षण ।
- 4 राजस्थान में कृषि एवं सामाजिक - आर्थिक विकास : प्रमुख फसलें, कृषि आधारित उद्योग, प्रमुख सिंचाई परियोजनाएँ, लघु उद्योग, हस्त शिल्प, राज्य सरकार द्वारा संचालित विभिन्न आर्थिक-सामाजिक योजनाएँ एवं कार्यक्रम, प्रमुख उद्योग, ऊर्जा के विभिन्न स्रोत, राजस्थान की जनसंख्या (2011), पंचायती राज एवं उनकी भूमिका ।
- 5 राजस्थान का इतिहास : प्राचीन सभ्यताएँ, मध्यकालीन राजस्थान के उज्ज्वल पक्ष, राजस्थान की रियासतें एवं ब्रिटिश संधियाँ, 1857 एवं राजस्थान, किसान एवं जनजाति आन्दोलन, प्रजामण्डल आन्दोलन, एकीकृत राजस्थान, महिलाओं की राजनीतिक चेतना के विकास में भूमिका ।
- 6 राजस्थान की संस्कृति एवं विरासत : राजस्थान के प्रसिद्ध ऐतिहासिक एवं सांस्कृतिक स्थल, लोक साहित्य, लोक कला, लोक नाट्य, लोक देवी-देवता, लोक संगीत, लोक वाद्य, लोक नृत्य, मेले, त्योहार, रीति-रिवाज, आभूषण, मध्यकालीन राजस्थान में जल संसाधन, राजस्थान के प्रमुख किले, मन्दिर एवं हवेलियाँ, सन्त एवं सूफी सन्त, राजस्थान की चित्र शैलियाँ, पर्यटन, विरासत संरक्षण के उपाय ।

दैनिक विज्ञान (Everyday Science)

- 1 तत्व, यौगिक एवं मिश्रण (Elements, compounds and mixtures)
- 2 भौतिक एवं रासायनिक परिवर्तन (Physical and chemical changes)
- 3 धातु एवं अधातु (Metals and non-metals)
- 4 अम्ल, क्षार एवं लवण (Acid, base and salts), ब्लीचिंग पाउडर (Bleaching powder), खाने का सोडा (Baking soda) प्लास्टर ऑफ पेरिस (Plaster of paris), साबुन एवं अपमार्जक (Soaps and detergents)
- 5 प्रकाश का परावर्तन एवं इसके नियम (Reflection of light and its laws), लेंस के प्रकार (Types of lenses), मानव आँख (Human eye)
- 6 विद्युत धारा (Electric current), ओम का नियम (Ohm's law), विद्युत विभव (Electric potential), विद्युत धारा का तापीय प्रभाव (Heating effect of electric current), विद्युत मोटर (Electric motor)
- 7 मानव मस्तिष्क (Human brain), हार्मोन्स (Hormones), मानव रोग कारण एवं निवारण (Human disease - Causes and cures)
- 8 जन्तुओं एवं पादपों का आर्थिक महत्व (Economic importance of animals and plants)
- 9 बायो मास (Bio-mass), ऊर्जा के विभिन्न स्रोत (Sources of energy), पारिस्थितिक तन्त्र (Ecosystem), मेन्डेल के आनुवंशिता के नियम (Mendel's law of inheritance), गुणसूत्र (Chromosomes)

M

Devi

10

10

10

10

6/12/17

प्रश्न – पत्र द्वितीय (सामान्य हिन्दी एवं अंग्रेजी)

सामान्य हिन्दी

- 1 संधि और संधि चिन्हें
- 2 समास, भेद, सामासिक पदों की रचना व विग्रह
- 3 उपसर्ग एवं प्रत्यय
- 4 विलोम शब्द एवं अनेकार्थक शब्द
- 5 विराम चिह्न
- 6 ध्वनि एवं उसका वर्गीकरण
- 7 पारिभाषिक शब्दावली (अंग्रेजी भाषा के पारिभाषिक शब्दों के समानार्थक शब्द)
- 8 शब्द शुद्धि (अशुद्ध शब्दों का शुद्धिकरण)
- 9 वाक्य शुद्धि (अशुद्ध वाक्यों का शुद्धिकरण)
- 10 मुहावरे एवं लोकोक्तिर्णों
- 11 पत्र एवं उसके प्रकार – कार्यालयी पत्र के प्रारूप के विशेष सन्दर्भ में ।

General English:

- 1 Use of Articles and Determiners
- 2 Tense/sequence of Tenses
- 3 Voice : Active and Passive
- 4 Narration : Direct and Indirect
- 5 Use of Prepositions
- 6 Translation of Ordinary/Common English sentences into Hindi and vice-versa
- 7 Synonyms and Antonyms
- 8 Comprehension of a given passage
- 9 Glossary of official, Technical terms (with their Hindi version)
- 10 Letter writing : Official, Demi-official, Circulars and Notices.

Note : Questions on letter writing will also be objective regarding the structure of a letter

का.प्र.

2/12

Prince

**GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL
(A-Gr.-II)**

No. F. 7(2) DOP/A II/2006 Pt. I

Jaipur, dated: 14-3-2016

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules further to amend the Rajasthan Subordinate Offices Ministerial Service Rules, 1999, namely:-

1. Short title and commencement.- (i) These rules may be called the Rajasthan Subordinate Offices Ministerial Service (...Amendment) Rules, 2016.

(2) They shall come into force with immediate effect.

2. Amendment of rule 28.-In rule 28 of the Rajasthan Subordinate Offices Ministerial Service Rules, 1999, herein after referred to as the said rules,-

- (i) in the existing sub rule (1), after the existing expression "The Commission shall prepare" and before the existing expression "merit list of the candidates", the expression "category wise" shall be inserted;
- (ii) the existing second proviso to sub-rule (1) shall be deleted; and
- (iii) the existing sub-rule (3) shall be substituted by the following, namely:-

"(3) The Commission shall not recommend any candidate who has failed to obtain a minimum of 40% marks in each of the paper of the phase-I and a minimum of 36 % marks in each of the paper of the Phase-II of the competitive examination for the post of Clerk Grade-II."

M
R

Parceby 13(1)/2016
2/12/16

6/12/16

3. Amendment of rule 29.- In existing proviso to sub-rule (1) of rule 29 of the said rules, for the existing expression "a minimum of 36% marks in each of the paper of the Phase-II ", the expression " a minimum of 36% marks in the paper opted in Phase-II " shall be substituted.

4. Amendment of Schedule-I.- In Schedule-I appended to the said rules,-

(i) under the heading General Wing,-

(a) the existing entries in column number 5, against serial number 10, shall be substituted by the following, namely :-

"A. Senior Secondary from a recognized Board or its equivalent examination,
and

B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

or

Certificate course on Computer concept by NIELIT, New Delhi

or

Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organised under National/State Council or Vocational Training Scheme.

or

Degree/Diploma/Certificate in Computer Science /Computer Application from a University established by law in India or from an institution recognised by the Government.

or

Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/ Computer Application as one of the subjects.

or

Diploma in Computer Science & Engineering from a polytechnic institution recognised by the Government.

or

Handwritten signatures and notes:
A
H
Darcab
A 1-
6/12
[Signature]

Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited."

(b) the existing entries in column number 7, against serial number 10, shall be substituted by the following, namely :-

"A. Senior Secondary from a recognized Board or its equivalent examination,

and

B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

or

Certificate course on Computer concept by NIELIT, New Delhi

or

Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organised under National/State Council or Vocational Training Scheme.

or

Degree/Diploma/Certificate in Computer Science/Computer Application from a University established by law in India or from an institution recognised by the Government.

or

Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/ Computer Application as one of the subjects.

or

Diploma in Computer Science & Engineering from a polytechnic institution recognised by the Government.

or

Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited."

and

C. Five years' experience on the post mentioned in column number 6."

A

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature
6/12

(ii) under heading Personal Wing, the existing entries in column number 5, against serial number 14, shall be substituted by the following, namely :-

"A. Senior Secondary from a recognized Board or its equivalent examination,
and

B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.

or

Certificate course on Computer concept by NIELIT, New Delhi

or

Computer Operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organised under National/State Council or Vocational Training Scheme.

or

Degree/Diploma/Certificate in Computer Science/Computer Application from a University established by law in India or from an institution recognised by the Government.

or

Senior Secondary Certificate from a recognized Board of Secondary Education in the Country, with computer Science/ Computer Application as one of the subjects.

or

Diploma in Computer Science & Engineering from a polytechnic institution recognised by the Government.

or

Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited."

M *D* *7/12/12* *6/12* *AP* *6/12*

5. **Amendment of Schedule-II.**- The existing Serial number (5) in "Explanation" of Schedule II appended to the said rules, for the existing expression "40 % marks in the Phase-I", the expression "40 % marks in each of the paper of Phase-I" shall be substituted.

6. **Amendment of Schedule-III.**- The existing Schedule III, appended to the said rules, shall be substituted by the following, namely:-

**"SCHEDULE-III
SCHEME AND SYLLABUS OF THE COMPETITIVE
EXAMINATION FOR THE POST OF STENOGRAPHER**

Scheme of examination: The Competitive Examination shall include the following papers and each paper shall carry the number of marks as shown against it, namely :

Phase-I :

S.No.	PAPER	DURATION	MARKS
1.	General Knowledge, Everyday Science and General Knowledge of Rajasthan.	3 Hours	100
2.	General Hindi and English	3 Hours	100

Phase-II: The candidates may opt any one of the following two papers :-

S.No.	PAPER	DURATION OF EXAMINATION	MARKS
1.	English Shorthand Test (The test shall consist of dictation of 100 words per minute)	10 Minutes	100
	Transcription and typing of dictated passage in English on computer.	60 Minutes	

M
W

Dr. Arun
Ar

Ar
6/12

Ar

2.	Hindi Shorthand Test (The test shall consist of dictation of 100 words per minute)	10 Minutes	100
	Transcription and typing of dictated passage in Hindi on computer.	70 Minutes	

Explanation:

1. The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The Syllabus and scope of each paper for the examination will be as prescribed by the Commission from time to time and will be intimated to the candidates within the stipulated time in the manner as the Commission deems fit.
2. The Competitive Examination will be held in two phases-Phase-I & Phase-II. All the papers of Phase-I will be of objective type.
3. All candidates who secure minimum of 40% marks in each paper of Phase-I examination and obtain such percentage aggregate marks as may be fixed by the recruiting agency in order to restrict the numbers to an optimum level, may be admitted in the Phase-II.
4. The marks obtained by a candidate in the Phase-I and Phase-II of the examination will be counted for determining their final order of merit.
5. It will be necessary for a candidate to do typing work on the computer and he will bring his own computer pen and pencil for the test."

By Order and in the name of the Governor.

(O. P. Gupta)

Joint Secretary to the Government

13(i)/2016

7/1/17

Prakash

80

7/1/17

7/1/17

7/1/17

7/1/17

7/1/17