

# Madhya Pradesh High Court



## MP High Court Steno, Assistant Exam Pattern

### Prelims

Name Of The Subjects	Number Of Questions	Maximum Marks
<i>General Knowledge, General Studies</i>	30	30 Marks
<i>Maths, Reasoning</i>	20	20 Marks
<i>General Hindi</i>	10	10 Marks
<i>English knowledge</i>	20	20 Marks
<i>Computer knowledge</i>	20	20 Marks

### Mains

Name Of The Subjects	Maximum Marks	Time Duration
<b>Stenographer (Grade-II, Grade-III)</b> - Hindi Stenography dictation of 400 words + Transcription/ Typing	100 Marks	5+30= 35 Min
<b>Assistant Grade -III:</b> Hindi Typing (350 words approx.) + Direct Dictation Typing (400 words approx.)	30+70 = 100 Marks	10 + 10 = 20 Minutes
<b>Assistant Grade -III (Engg):</b> English Stenography dictation of 400 words (approx.) + Transcription/ Typing	100 Marks	5+30= 35 Min

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## MP High Court Steno, Assistant Syllabus

### General Knowledge

- Awards
- Authors
- Flower
- Defense
- Culture
- Religion
- Languages
- Capitals
- Wars and
- Neighbors
- Current Affairs
- History
- Anthem
- Important National Facts
- Heritage and Arts
- Dance
- Currencies
- Bird
- Animal
- Abbreviations
- Discoveries
- Diseases and Nutrition
- Song
- Flag
- Monuments
- Personalities
- Freedom Movement
- Championships
- Winners
- Terms
- Common Names
- Full forms
- Soil
- Rivers

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- Mountains
- Ports
- Inland Harbors
- Number of Players
- <https://www.freshersnow.com/syllabus/>
- Culture
- Religion
- Dance
- Heritage and Arts

## General Studies

- Economy.
- General Knowledge of Science.
- Polity.
- History of State And Country.
- Sports-Related News.
- Latest Events.
- Persons in Headlines.
- Sports.
- Name of Ministers.
- Budget.

## Maths

- Relations and Functions
- Logarithms
- Complex Numbers
- Quadratic Equations
- Sequences and Series
- Trigonometry
- Cartesian System of Rectangular Coordinates
- Straight Lines
- Circles
- Conic Sections
- Permutations and Combinations
- Vectors
- Exponential and Logarithmic Series

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- Sets and Set Theory
- Statistics
- Differentiation
- Introduction to Three Dimensional Geometry
- Probability Function
- Limits and Continuity
- Applications of Derivatives
- Indefinite Integrals Binomial Theorem
- Matrices
- Determinants
- Definite Integrals

## Reasoning

- Mirror Images
- Grouping Identical Figures
- Figure Matrix Questions
- Problem on Age Calculation
- Decision Making
- Inference
- Analogy
- NonVerbal Series
- Test of Direction Sense
- Number Series
- Alphabet Series
- Arguments
- Ven Diagram
- Blood Relations
- Coding and Decoding
- Number Ranking
- Arithmetical Reasoning

## General Hindi

- तत्सम एवं तद्भव देशज विदेशी (शब्द भंडार)
- अनेकार्थी शब्द
- क्रियाएँ
- विलोम शब्द

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- पर्यायवाची शब्द
- वर्तनी
- हिंदी भाषा के प्रयोग में होने वाली अशुद्धियाँ
- मुहावरे एवं लोकोक्तियाँ
- संधि समास
- रस.
- वाक्यांशों के लिये एक शब्द निर्माण.
- लोकोक्तियाँ एवं मुहावरे.
- अलंका
- शब्द-रूप
- अर्थबोध
- हिंदी वर्णमाला विराम चिन्ह
- शब्द रचना वाक्य रचना अर्थ
- वाक्यसंशोधन- लिंग, वचन, कारक, काल, वर्तनी, त्रुटि से संबंधित

## English knowledge

- Spellings/ Detecting Mis-spelt words
- Antonyms and their correct usage
- Common Error
- Active/ Passive Voice of Verbs
- Comprehension Passage
- Spot the Error
- Cloze Passage
- Fill in the Blanks
- Shuffling of Sentence parts
- Conversions
- Sentence Rearrangement
- Grammar
- Shuffling of Sentences in a passage
- Improvement of Sentences
- Synonyms/ Homonyms
- Antonyms
- Vocabulary
- Idioms & Phrases
- One word substitution

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## Computer knowledge

- MS Word, Microsoft OneNote
- Microsoft Access
- Introduction to Computer Science
- Boolean Algebra
- Computer Networks
- Emerging Technologies and Web Publishing
- PC Software and Office Automation
- Database Management System
- Data Structures
- MS PowerPoint
- MS Visio and MS Excel
- Microsoft Outlook
- The Internet
- Workplace Productivity Tools
- MS Project, Microsoft Publisher