

### Gujarat High Court Private Secretary Exam Pattern

Name of the Subjects	Number of Questions	Number of Marks
General Knowledge	100	100
English Language		
Gujarati Language		
Current Affairs		
Numerical & Mental Ability		
Computer Fundamentals/Operation		
<b>Total</b>	<b>100</b>	<b>100</b>
<b>Time Duration: 2 Hours</b>		
<b>Type of Exam: Multiple Choice Questions</b>		

**NOTE:** There shall be Negative Marking of 0.33 Marks for every wrong/ multiple answer.

### Gujarat High Court Syllabus Topics

#### General Knowledge

- Indian Culture & Heritage.
- Indian Polity.
- Current Affairs – National & International.
- General Science,
- Indian Economy.
- Indian Geography.
- History – India.
- Indian Constitution.
- Science & Technology

#### English Language

- Synonyms
- Idioms and Phrases
- Para Completion.
- Antonyms
- Spotting Errors.
- Sentence Improvement
- Joining Sentences.
- Sentence Completion.
- Fill in the blanks
- Spelling Test.
- Active and Passive Voice.
- Error Correction (Underlined Part).
- Passage Completion
- Substitution
- Sentence Arrangement
- Transformation

- Prepositions

## Gujarati Language

- Error Detection.
- Antonyms
- Translation of Sentences
- Synonyms
- Fill in the Blanks.
- Grammar
- Plural Forms.
- Vocabulary
- Phrases/ Muhavare.
- Comprehension

## Current Affairs

- Current GK
- Sports
- Countries and Capitals
- Current Events
- Daily News
- Scientific Research
- States & Capitals
- Countries & Currencies
- National & International affairs
- Culture
- Famous Personalities
- Economic Scene
- History
- Geography
- Art & Culture
- Indian Constitution
- Sports & Games

## Numerical & Mental Ability

- Discounts
- Boats and Streams
- Percentages
- Ratio and Proportion
- H.C.F. and L.C.M.
- Problems on Ages
- Simplification
- Data Interpretation
- Profit and Loss

- Time, Work, Distance
- Fundamental Arithmetical operations
- <https://www.freshersnow.com/syllabus/>
- Average
- Number Systems
- Simple Interest
- Compound Interest

## Computer Fundamentals/ Operations

- 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