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SYLLABUS FOR 25% GENERAL SELECTION QUOTA TO THE POST OF STENO-III (FROM ALL GROUP-C STAFF IN LEVEL -1 & 2)

1	Usage of English- English-General English. Correct the sentences, Fill in the blanks. use of common words.
2	Knowledge of DO/Letter/Notification/Note.
3	General knowledge about Railways and current affairs.
4	Rajbhasha-Hindi Rajbhasha Rules 1976 and its applicability on Railways.
5	Knowledge of departmental rules :
(a)	Office procedure
(b)	Dak Handling
(c)	Maintenance of files.
(d)	Record keeping
(e)	Leave rules admissible to Railway employee
(f)	Pass rules and passes admissible to Railway employee.
(g)	Organisation of Railway
(h)	D&AR Rules (Major/Minor)
(i)	Pay Scale/ Pay bands in Railways.
6	Welfare activities in Railways
7	Translation from English to Hindi and Hindi to English.

R Ja 26/2/2011