

GROUP-2 (Level of Exam- Craftsman Training Scheme/CTS) Advt. No. 03/2026

Common written examination syllabus for Steno Typist(English)/ Junior Scale Steno.(English)/ Senior Scale Steno.(English)/Stenography Grade-II (English).

- 1)** General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc. -
(Weightage 20%)
- 2)** Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc. -
(Weightage 10%)
- 3) Subject related syllabus-** **(Weightage 70%)**

Various joining Consonants, vowels and its application, Pair of straight consonant, heavy and light consonants, curve strokes & horizontal strokes, two or three consonant, the various word to maintain the position of long, short, dot, dash, preceding, following & intervening vowels, long and short vowels, sign of the vowels, position of the vowel, preceding and following vowels, Intervening Vowels,. 2. Logograms, grammalogues, contraction. Distinguish between tick and dot 'the'. Diphthong and Triphone, the strokes R & H, thick R & L, abbreviated W.

Various types of H & upward SH, small circle for S & Z, Large circle for SW/large loop & small loop(ST/SD/STR). Direction of SHR & SHL and alternative forms, Double Consonant, direction of the double consonant.Curved hook and compound consonant, curved hooked strokes, alternative forms of curved strokes, different types of hook, Use of shun after circle, Use of shun after certain strokes. , Halving Principles. Use halving strokes for T& D, Use halving of MP/MB/NG hooked. Doubling Principles, Use Doubling of strokes for T or D. Use Doubling of MP/MB/NG & L, prefixes, suffixes, monetary units, contraction, essential vowels.

Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.