

Bihar Civil Court Recruitment - Official Syllabus

Complete Exam Pattern & Subject Breakdown for Clerk (Grade-III) | Written Marks: 90

1. Clerk Exam Structure & Marks Distribution

Subject / Section	Marks	Core Focus & Topics
English Language & Grammar	20 Marks	Letter Writing, Essay, Precis, Comprehension, Synonyms/Antonyms, Grammar.
Hindi Language & Grammar	20 Marks	पत्र लेखन, निबंध, संक्षेपण, गद्यांश, पर्यायवाची, विलोम, व्याकरण नियम।
General Knowledge & CA	15 Marks	History, Civics, Geography, Everyday Science, Constitution, Legal Terms.
Mathematics	10 Marks	BODMAS, Simple Calculations, Time & Distance, Work, Ratio, Interest.
Test of Reasoning	10 Marks	Sitting Arrangements, Blood Relations, Analogies, Syllogism, Venn Diagrams.
Computer Science	15 Marks	Hardware/Software, Shortcuts, Internet, MS-Office, Cyber Security Basics.

2. Detailed Subject-Wise Breakdown (Clerk)

- English Language & Grammar (20 Marks):** Vocabulary, spot errors, fill blanks, active/passive voice, direct/indirect speech, reading comprehension, letter writing, and essay composition.
- Hindi Language & Grammar (20 Marks):** संज्ञा, सर्वनाम, विशेषण, क्रिया, कारक, लिंग, वचन, संधि, समास, पर्यायवाची, विलोम, अनेक शब्दों के लिए एक शब्द, मुहावरे, लोकोक्तियाँ, गद्यांश, पत्र व निबंध।
- General Knowledge & Current Affairs (15 Marks):** National/international events, Indian history & freedom struggle, geography, Indian polity & civics, basic science, and foundational legal terminology.
- Mathematics (10 Marks):** Number systems, BODMAS, fractions, percentages, ratio & proportion, averages, simple & compound interest, profit & loss, time & work, and time & distance.
- Test of Reasoning (10 Marks):** Coding-decoding, linear and circular seating arrangements, blood relations, ranking tests, syllogism, and logical Venn diagrams.
- Computer Science (15 Marks):** Computer hardware & software basics, operating systems, MS Word, MS Excel, PowerPoint, keyboard shortcuts, internet navigation, and cyber security fundamentals.

3. Selection Stages

- Written Test:** Objective & subjective assessment carrying 90 marks.
- Interview:** Personal interview and document verification carrying 10 marks.

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Complete Exam Pattern & Subject Breakdown for **Stenographer** | Written Marks: 90

1. Stenographer Exam Structure & Marks Distribution

Subject / Section	Marks	Core Focus & Topics
English Language & Grammar	25 Marks	Advanced Comprehension, Vocabulary, Error Spotting, Grammar.
Hindi Language & Grammar	25 Marks	उन्नत व्याकरण, शब्दावली, वर्तनी शुद्धि, वाक्य संरचना, गद्यांश।
General Knowledge & CA	10 Marks	National/International Events, Polity, History, Basic Legal Terms.
Mathematics	10 Marks	Number Systems, Simplification, Percentages, Averages, Profit/Loss.
Computer Science Basics	20 Marks	Computer Fundamentals, MS Office Suite, Internet Usage, Shortcuts.

2. Detailed Subject-Wise Breakdown (Stenographer)

- English Language & Grammar (25 Marks):** Advanced grammar rules, error spotting, fill in the blanks, synonyms, antonyms, idioms & phrases, active/passive voice, direct/indirect speech, and reading comprehension.
- Hindi Language & Grammar (25 Marks):** उन्नत व्याकरण, वर्तनी शुद्धि, वाक्य शुद्धि, पर्यायवाची, विलोम, अनेक शब्दों के लिए एक शब्द, मुहावरे, लोकोक्तियाँ और गद्यांश आधारित प्रश्न।
- General Knowledge & Current Affairs (10 Marks):** Current events of national and international importance, Indian history, geography, Indian polity & constitution, and basic legal terminology.
- Mathematics (10 Marks):** Number systems, simplification, percentage, average, ratio and proportion, simple and compound interest, profit, loss & discount, and basic arithmetic.
- Computer Science Basics (20 Marks):** Detailed computer fundamentals, operating systems, Microsoft Office (Word, Excel, PowerPoint), internet protocols, email management, and essential keyboard shortcuts.

3. Mandatory Shorthand & Typing Skill Test

English Skill Test

Dictation @ 80 wpm for 3 mins (15 mins transcription). Computer typing test @ 40 wpm speed benchmark.

Hindi Skill Test

Dictation @ 60 wpm for 3 mins (15 mins transcription). Computer typing test @ 30 wpm speed benchmark.