

CCS HAU Exam Pattern Pdf

Reasoning, General Awareness, English, Mathematics, Science, Hindi	75% Marks
Literature, History, Moving Case, Geography, Environment, Civics, Culture of Haryana etc	25% Marks
Note: Qualifying Marks Minimum 50% & Decided by the University at its level	

CCS HAU Syllabus

Steno Typist

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

Mathematics

- Averages
- Compound Interest.
- Percentages
- Time and Work.
- Profit and Loss.
- Decimal & Fractions.
- Ratio and Proportions.
- Data Interpretation.
- Number System.
- HCF & LCM.
- Simplifications

- Simple Interest.
- Time and Distance.
- Problems on Ages.
- Mixtures & Allegations.

General Awareness

- Current affairs related to national and international issues of last 6 months,
- Overview of Indian Financial System,
- History of Indian banking system,
- Recent credit and monetary policies
- Indian History.
- Indian Culture.
- Sports.
- Zoology.
- Famous Days & Dates.
- Botany.
- Indian Politics.
- Physics.
- Indian Parliament.
- Basic GK.
- Chemistry.
- Geography.
- Environment.
- Indian Economy.
- Inventions in the World.
- Basic Computer.
- Famous Books & Authors.

Hindi

- वर्तनी
- हिंदी भाषा के प्रयोग में होने वाली अशुद्धियाँ
- क्रियाएँ
- विलोम शब्द
- पर्यायवाची शब्द
- तत्सम एवं तद्भव देशज विदेशी (शब्द भंडार)
- अनेकार्थी शब्द
- रस.
- वाक्यांशों के लिये एक शब्द निर्माण.
- लोकोक्तियां एवं मुहावरे.
- अलंका
- शब्द रचना वाक्य रचना अर्थ

- वाक्यसंशोधन- लिंग, वचन, कारक, काल, वर्तनी, त्रुटि से संबंधित
- शब्द-रूप
- अर्थबोध
- हिंदी वर्णमाला विराम चिन्ह
- मुहावरे एवं लोकोक्तियाँ
- संधि समास

Science

- Wave Optics
- Nuclei
- Motion in a plane
- Work, energy, and power
- Ray optics and optical instruments
- Mechanical properties of solids
- Thermal properties of matter
- Gravitation
- Kinetic theory
- Physical world
- Oscillations
- Laws of motion
- Units and measurements
- Thermodynamics
- Mechanical properties of fluids
- Moving charges and magnetism
- Electric charges and fields
- Motion in a straight line
- Systems of particles and rotational motion
- Electrostatic potential and capacitance
- Magnetism and Matter
- Dual nature of radiation and matter
- Alternating current
- Electromagnetic induction
- Current electricity
- Atoms
- Waves
- The s – block elements
- Electromagnetic waves
- Semiconductor electronics
- Communication systems
- P-block elements – group 14 (carbon family)
- Solutions
- Organic chemistry-some basic principles
- Techniques and hydrocarbons
- Surface chemistry
- Hydrogen and its Compounds

- Atomic structure
- Polymers
- Organic compounds containing nitrogen
- D and f block elements & coordination compounds
- Thermodynamics
- Chemical equilibrium and acids-bases
- Classification of elements and periodicity in properties
- Solid state
- States of matter: gasses and liquids
- Environmental chemistry
- Biomolecules
- Chemistry in everyday life
- Organic compounds containing c, h, and o
- P- block elements group 13 (boron family)
- Stoichiometry
- General principles of metallurgy
- P-block elements
- Haloalkanes and Haloarenes
- Chemical bonding and molecular structure
- Electrochemistry and chemical kinetics

Jobschatin