

Solution of 'Capitalisation' issue in SSC Stenographer C & D 2017 Skill Test

: -Hello Friends, मैं यहाँ आज आपको Skill Test में किस तरह से Capitalisation को flawless रखें यह समझाने की कोशिश करूँगा। इसमें Total 10 नियमों के बारे में मैंने लिखा है जिससे कि आपका Transcription बिलकुल सही हो और आप अपने लक्ष्य को पाने में किसी भी तरह से चूकने न पाएँ। तो आइये शुरू करते हैं.....

*-KRRISH CHANDAN, BIHAR.*

Rule(1). जब भी किसी पद/ओहदा(Designation) का नाम लिखें, तो उसके प्रत्येक शब्द को Capital में लिखें।

Examples:-

Chief Minister, Prime Minister, Chief Secretary, Finance Minister, Planning Minister, Railway Minister, Food Minister, Health Minister, Chief Secretary, Vice-Chairman, Deputy Chairman, President, Foreign Secretary, Deputy Secretary, Attorney-General, Chief Justice, Judge, Deputy Registrars, Junior Inspectors, Senior Inspectors, Regional Directorates, Income-tax Officer, President, Collector, Secretary, Ticket Collectors, General Managers, Divisional Managers, Director of Sericulture, Monarch of England, Supreme Commander इत्यादि।

Rule(2). जब भी किसी मंत्रालय(Ministry) का नाम लिखें, तो उसके प्रत्येक शब्द को Capital में लिखें।

Examples:-

Home Ministry, Education Ministry, Food Ministry, Broadcasting Ministry, Commerce and Industry Ministry, Ministry of Housing, Ministry of Finance, Ministry of Rural Development, Ministry of Agriculture (Department of Food), Ministry of Civil Supplies/ Public Distribution इत्यादि।

Rule(3) नाम के पूर्व लिखे जाने वाले titles के पहले वाले letter को Capital में लिखा जाता है।

Examples:-

Mr. Mrs. Sir Dr. Prof. Lt. इत्यादि।

Rule(4). जब भी किसी Proper Noun(i.e. किसी व्यक्ति/ जगह/देश/राजनीतिक दल इत्यादि) को लिखें, तो उसे Capital में लिखें।

Examples:-

Dr. Mookerjee, Dr. Syama Prasad Mookerjee, Mr. Bhupesh Gupta, Dr. Kunzru, Dr. Radhakrishnan, Shri Narshimha Rao, Mrs. Chandramani, Mr. Humayun Kabir, Shri Vasant Sathe, Mr. Mishra, Mr. Madhu Limaye, Shri Balram Jhakar, Shri Lal Bahadur Shastri, Prof. Das, Sardar Swaran Singh, Mirza Afzal इत्यादि।

Ayodhya, Delhi, Calcutta, West Bengal, Kerala, Jammu & Kashmir, Orissa, Bombay, Madras, Kanpur, America, Japan, Britain, India इत्यादि।

The Congress Party, The Bhartiya Janta Party, Rashtriya Janata Dal इत्यादि।

Rule(5). Proper noun से बने हुए Proper adjectives को भी Capital में ही लिखना चाहिए।

Example:-

Indian, American, British, Japanese, Bengali, Punjabi, Bihari इत्यादि।

Rule(6). Abbreviations में प्रयुक्त अक्षरों को Capital में लिखना चाहिए।

Examples:-

B.A. M.A. I.A.S. L.L.B. इत्यादि।

:-यहाँ ध्यान रखें कि यदि एक से अधिक letters संयुक्त हों, तो सिर्फ पहला वाला letter ही Capital में लिखें।

I.Sc.            B.Sc.Ph.D इत्यादि ।

:-निम्नलिखित को small letters से ही लिखें।

a.m.            p.m.            e.g.            etc.            i.e. इत्यादि।

Rule(7). महीनों व दिनों के नाम हमेशा Capital में लिखना चाहिए।

Examples:-

January, February, March, April, May, etc.

Sunday, Monday, Tuesday, Wednesday, etc.

Rule(8). जब भी किसी Abbreviated-Form को Expand करें या किसी organisation/institution/committee/Commission इत्यादि को लिखें, तो उसका प्रत्येक शब्द Capital में लिखें क्योंकि इन्हें *as a 'Proper Noun'* ही sentence में प्रयोग किया रहता है।

Examples:-

National Integration Council, Central Public Works Department, Life Insurance Corporation, University Grants Commission, University Education Commission, International Monetary Fund, Narasimham Committee, Sarkaria Commission, European Common Market, Industrial Policy Resolution, Reserve Bank of India, State Bank of India, Central Silk Board, Standing Committee, Fiscal Commission, Ramkrishna Mission, General Agreement on Tariffs and Trade, Congress Working Committee, Council of Ministers, Board of Film, Cultural Film Society, Children's Film Society, Children's Film Club, Central Legislative Assembly, Joint Select Committee, National Service Force, Education and Scientific Division, Indian Oil Corporation, Oil and Natural Gas Commission, Non-Proliferation Treaty, National Security Council, Public Financial Institutions, Statement of Objects and Reasons, Coal Board, Censor Board, Boards of State Bank Group of Banks, Socail Welfare Board, Board of Directors,

Estimates Committee, Bhanu Pratap Committee, Unipublic Service Commission, Scheduled Caste, Scheduled Tribe, Criminal Procedure Code, Indian Penal Code, National Development Council, State Trading Corporation, Indian Chambers of Commerce and Industry, National Housing Policy, Backward Classes Commission, Election Commission, Export Promotion Council, Public Accounts Committee, National Cooperative Union, Consumer Cooperative Societies, Warehouse Corporations, Banking Public Financial Institutions, Integrated Rural Development Programme, National Drinking Water Mission, National Front Government, Federal Republic of Germany, International Bank for Development, State Trading Corporation, Rural Credit Survey Committee, Mudaliar Secondary Education, Chittranjan's Locomotive works, Vice-Chancellor's Conference, Scientific Policy Commission, Civil Supplies and Public Distribution System, Cauvery River Valley Authority, Damodar Valley Corporation, Employee's Provident Fund, Central Board of Worker's Education, Assam State Electricity Board इत्यादि ।

Rule(9). निम्नलिखित शब्दों(words) पर ध्यान दें। ये सरकारी संस्थानों(Government Institutions) में प्रयोग किये जाते हैं। इन्हें हमेशा Capital में ही लिखना चाहिए।

Examples:-

**Government, Central Government, State Government, Governing Body, Court, High Court, Supreme Court, Supreme Court Judge, High Court Judge, Chief Justice, Governor, Member, Members of Parliament, Parliament, Cabinet, State, Circle, Union Territories, Universities, Budget, Resolution, Bill, Clause, Legislature, Act, Rules, Article, Report, Mover, Lok Sabha, Rajya Sabha, Constituion, Constitutional, Head, Table, Party, Ordinance, Defence, Army, Naxalites, English, Hindi, Railway(s), Department,**

**Disarmament, Committee, Commission, Corporation, Independence, Press, Press of India, House, Capital Investment, Directive Principles, Directives, Fundamental Rights, Opposition etc.**

Some more Examples:-

Government of India, Government servants, President's Address, Western world, Western countries, Head of the State, Constitutional power, Article 52 of the Constitution, Council of States, People Act, Defence personnel, Defence Services, Central Services, Supply Corps, Post and Telegraph levies, Railway Board, Railway Budget, Railway Inspectorate, Railway administration, Railway officials, Railway traffic, Railway taxes, Railway authorities, Railway organisations, Station Master's Union, Us Press, Indian Press, Press Council, State Department, SAARC Summit, SAARC framework, Constitutional history, Code of Conduct, Congress policy, Budget proposals, Budget speech, Budget figure, British regime, British Railways, Nation's progress Anganwadi classes, Concurrent List, State List, National Seminar, Demands for Grants, Constituent Assembly, State of Gujrat, Committee's recommendation, Dantwala Committee's recommendations, Food Foundation team, Opposition leaders, Secretary of State, American policy, Table of the House, Vote No. 9, Chapter IV/V इत्यादि ।

Constitution (Amendment) Bill, Cinematograph (Amendment) Bill, Company Law (Amendment) Bill, Company Law (Amendment) Act, Government Servants (Conduct) Rules, Negotiable Instruments Laws (Amendment) Bill, Direct Tax (Amendment) Act, Press Council (Amendment) Bill, Press Council (Second Amendment) Bill, Mineral Concession Rules इत्यादि ।

Plan, First Plan, Second Plan, First Plan, Third Plan, Third Plan Period, Action Plan, First Five Year Plan, Second Five Year Plan,

Third Five Year Plan, Seventh Five Year Plan, Eleventh Five Year Plan इत्यादि ।

Rule(10). उपरोक्त नियमों का पालन करते हुए हो सकता है कि आपको निम्नलिखित प्रकार के शब्दों या शब्द-समूहों को भी Capital में लिखने का मन करे; किन्तु इन्हें ध्यान से समझने पर आप खुद-ब-खुद समझ जाओगे कि इन्हें small में ही लिखा जाता है ।

Examples:-

august House, foreign exchange, foreign exchange resources, foreign policy, balance of payments position, nuclear proliferation, conditionalities, budgetary, budgetary deficit, commercial banks, democracy, primary education, scheduled banks, cottage industry, spinning mills, fiscal policy, commonwealth, middle classes, principal Act, children's films, children's nurseries, children's homes, civil services, public opinion, public mind, public cooperation, public sector undertakings, public enterprises, financial management, international organisations, political fold, locomotives, agriculture, agriculture sector, agricultural production, rural sector, penal offence, official Gazette, statutory body, statutory committee, food production, national income, standards of living, literature, national language, sugar industry, sugar mills, tripartite, bilateral, economic development, economic conditions, industrial production, per capita, capital expenditure, bumper crop, viva voce, oral test, capital formation, spokesmen, taxation, indirect taxation, municipal committees, governmental organisations, civil expenditure, district, women's education compulsory education, primary education, secondary education, backward classes, weaker sections, capital, machinery, summer schools, administrative structure, the haves and the have-nots, political affairs, technical education, commercial institutions, commercial banks, commercial

purposes, financial institutions, nationalisation, national integration, village industries, provision, rolling stock इत्यादि।

-:THE END:-

