

## APPENDIX-I

### SCHEME OF EXAMINATION FOR STENOGRAPHER GRADE- III

#### PART-I

**SCHEME OF EXAMINATION:** The examination will consist of a **written examination and Skill Test** in Stenography.

#### (A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below:

Part	Subject	Maximum Marks	Timing for General candidates	Timing for Visually Handicapped candidates
I	General Intelligence (50 questions)	50	2 Hours	2 Hours 20 mins
II	General Awareness (50 questions)	50		
III	English Language and Comprehension (100 questions)	100		

**NOTE-I:** The paper will consist of Objective Type-Multiple Choice questions only. The questions except in Part III will be set both in English & Hindi.

**NOTE-II:** There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

#### SYLLABUS

**General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

NOTE: For VH candidates of 40% and above visual disability and opting for SCRIBE

English Language : In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would also be tested.

(B) Skill Test in Stenography:

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the ICAR / Institutes will only be called for the Skill Test. However, depending on the number of candidates, the ICAR / Institutes may decide to call all the candidates for the skill test. It may also prescribe qualifying marks in each part of the Written Examination. The Skill Test will be of qualifying nature.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m.. The matter will have to be transcribed on computer only. The transcription time is as follows:

For Stenographer Grade-III	50 minutes (English)
	65 minutes (Hindi)

NOTE:

1. If the candidates do not indicate the medium of STENOGRAPHY TEST at the relevant place in the Application Form, the ICAR / Institutes will consider ENGLISH as the medium of STENOGRAPHY TEST for such candidates and the candidates will not be allowed to change the medium at a subsequent stage.
2. There is no exemption from skill test for any category of candidates
3. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.
4. VH candidates will be required

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5/2/15