

SCHEME OF EXAMINATION for the post of STENOGRAPHER

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	Marks	Duration
I	General Intelligence & Reasoning (50 questions)	50	2 Hours
II	General Awareness (50 questions)	50	
III	English Language and Comprehension (100 questions)	100	

NOTE: There will be **negative marking of 0.25 marks** for each wrong answer.

SYLLABUS

General Intelligence & Reasoning: 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, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, 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.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

English Language & Comprehension: 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: 80 words per minute

Candidates who obtain the qualifying marks in the Written Examination will only be called for the Skill Test in the ratio of 1:5. THE SKILL TEST WILL BE OF QUALIFYING NATURE, **thus who fails in the Skill Test will not be listed in Merit List.** 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:- 50 minutes (English), 65 minutes (Hindi).