

## **Stenographers ( Grade ‘C’ and Grade ‘D’ ) Examination, 2010**

- . **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 :

<b>Date of Exam</b>	<b>Part</b>	<b>Subject</b>	<b>Maximum Marks</b>	<b>Total Duration / Timing for General candidates</b>	<b>Total Duration/ Timing for Visually Handicapped candidates</b>
<b>26.09.2010 (Sunday)</b>	<b>I</b>	<b>General Intelligence &amp; Reasoning ( 50 questions )</b>	<b>50</b>	<b>2 Hours 10.00 A.M. to 12.00 Noon  -</b>	<b>2 Hours 20 mins 10.00 A.M. to 12.20 PM</b>
	<b>II</b>	<b>General Awareness  ( 50 questions )</b>	<b>50</b>		
	<b>III</b>	<b>English Language and Comprehension  ( 100 questions )</b>	<b>100</b>		

**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:** Candidates are **not** permitted to use **Mobile Phone, Calculators or any other electronic/electrical device for answering any**

**paper (Test Booklets).** Candidates must not, therefore, bring **Mobile Phone, Calculators or any other electronic/electrical device** inside the Examination premises. Possession of these items, whether in use or not, will be considered as “use of unfair means” in the Examination and appropriate action will be taken by the Commission against such candidates, as per extant policy of the Commission.

**NOTE-III:** 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 & 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, judgement, 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.

**NOTE:** For VH candidates of 40% and above visual disability and opting for **SCRIBE** there will be no component of **Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.**

**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:**

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the Commission will only be called for the Skill Test. However, depending on the number of candidates, the Commission 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** and the Commission will fix the qualifying standards in the skill test for different categories of candidates.

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 100 w.p.m. for the post of Stenographer Grade 'C' and 80 w.p.m. for the post of Stenographer Grade 'D'. **The matter will have to be transcribed on computer only.** The transcription time is as follows:-

For Stenographer Grade 'D'      50 minutes ( English )  
65 minutes ( Hindi )

For Stenographer Grade 'C'      40 minutes ( English )  
55 Minutes ( Hindi )

**NOTE:**

1. If the candidates do not indicate the medium of STENOGRAPHY TEST at the relevant place in the Application Form, the Commission 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 to transcribe the matter in 75 minutes for English Shorthand or in 105 minutes for Hindi Shorthand for the post of Stenographer Grade 'D' and in 70 minutes for English Shorthand test and in 95 minutes for Hindi Shorthand test for the post of Stenographer Grade 'C'.
5. The SKILL TEST will be held at the Commission's Regional/Sub Regional Offices or at other Centres as may be decided by the Commission.
6. Detailed instructions regarding Skill Test will be sent by the concerned Regional/Sub Regional Offices of the Commission to the candidates called for the Skill Test.

**GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN EXAMINATION**

- (i) Candidates must write the papers/indicate the answers in their own hand.
- (ii) In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- (iii) Candidates are not permitted to use calculators and other electronic gadgets except as specified in the Notice. They should not, therefore, bring the same inside the Examination Premises / Venue.
- (iv) Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English or vice versa. If answers are indicated/written

partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated and the candidate will be awarded zero marks.

(v) If any candidate is found to possess mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith.