REVISED SCHEME AND SYLLABUS OF STENOGRAPHER RECRUITMENT 2015

Advertisement No. **03 / WBSSC / Exam, dated, 24/07/2015**
(Exam Code: SL 15)
(As per Finance Department's Notification No. 1182 – F (H) dated 29/02/2016)

(A) Scheme of Examination: (**For Paper II and Paper III**)

The examination will comprise of the following:

Paper: II: Dictation and Transcription: 400 Marks and
Paper: III: **Computer** Typing: 100 Marks.

(B) Syllabus of Examination: (**For Paper II and Paper III**)

Paper: II: Dictation and Transcription - This paper shall consist of dictation lasting for **10 minutes** followed by transcription of Shorthand notes in **Computer** in one hour time. The dictation shall be given throughout at a uniform speed of 80 words per minute.

The number of errors admissible shall be fixed by the West Bengal Staff Selection Commission.

Paper: III: Computer Typing – The candidates are required to type from a manuscript accurately on the **Computer** at the rate of not less than **35 words per minute**.

The time limit for this paper shall be 10 minutes.

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Secretary-cum-Controller of Examinations

Distribution of marks in Paper II and Paper III
i. r. o. Stenographer Recruitment 2015

Paper II: Dictation and Transcription - This paper shall consist of dictation lasting for **10 minutes** followed by transcription of shorthand notes **in Computer in one hour time**. The dictation shall be given through-out at a uniform speed of **80 words per minute**.

Dictation and Transcription: 400 Marks.

- ✓ The dictation consists of a total of **800 words**;

- ✓ For every correct word, there is a credit of **0.50 mark each**.

- ✓ **No** credit will be given for correct punctuation/s.

- ✓ For error calculation, the following procedure will be adopted:

For Word/s or paragraphs			For Punctuations viz. (.); (?); (!)
Spelling mistakes/ Wrongly spelt words	*Omission of word/s*	*Omission of paragraph*	
1.00 mark for every **08 (eight)** nos. of errors **i.e.,** 0.125 mark for **each** mistake	**1.00** mark for every **02 (two)** nos. of errors **i.e.,** 0.50 mark for **each** mistake	**Answer script will not be evaluated**	**1.00** mark for every **4 (four)** nos. of omission **i.e.,** 0.25 mark for **each** mistake

- ❖ **5% error is admissible during shorthand to transcription of shorthand notes in Computer.**
- ➤ **Minimum qualifying marks:**
  For **Un-reserved** candidates – **15%**;
  For **BC (A/B)** candidates – **12%**;
  For **SC/ ST & LM/CP** candidates – **10%**.

Paper III: Computer Typing – The candidates are required to type from a manuscript accurately on the Computer at the rate of not less than 35 words per minute.

Computer Typing: 100 Marks

- ✓ The paragraph consists of a total of **500 words**;

- ✓ For every correct word, there is a credit of **0.20 mark each**.

- ✓ **No** credit will be given for correct punctuation/s.

- ✓ For error calculation, the following procedure will be adopted:

For Word/s or paragraphs *(Spelling mistakes/ missing of words)*	For Punctuation/s
1.00 mark for every **02 (two)** nos. of errors **i.e.,** 0.50 mark for **each** mistake	**1.00** mark for every **04 (four)** nos. of errors **i.e.,** 0.25 mark for **each** mistake

- ➤ **Candidates who would be eligible to type at least 350 correct words will be under zone of consideration. Thereafter score-sheet will be prepared.**
- ➤ **Date of examination as fixed by the Commission: 28th June to 30th June and 1st July, 2016.**

Sd/-
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