

# STENOGRAPHER

<b>Posts</b>	01 UR
<b>Classification of the post</b>	Civilian in Defence Service, Non –Industrial Group C, Non-Ministerial
<b>Pay Band</b>	( PB-1 ) , Rs. 5200 – 20200/- + Grade Pay : Rs. 2400/-
<b>Age limit</b>	From 18 to 27 Years
<b>Essential Qualifications</b>	(i) Passed 12 <sup>th</sup> class or equivalent qualification from a recognized Board or University. (ii) A speed of 80 (eighty) words per Minute in Stenography (English or Hindi)

## Scheme of Examination-

- (1) The examination will consist of a Written Examination of 200 Marks and Skill Test in Stenography.
- (2) After the written Examination the number of candidates to be called on the basis of merit for the Typing Test shall be in the ratio of 1:5 i.e. five times the number of vacancies.
- (3) Merit of candidates will be decided on the basis of the total marks scored in the written Examination subject to qualifying in Skill Test in Stenography.
- (4) Skill Test is of qualifying in nature. Failure in the Skill Test shall be failure in the exam.
- (5) **Resolution of Tie cases** – Tie cases will be resolved by applying one after another, as applicable till the Tie is resolved :
  - (i) Date of Birth, with older candidate placed higher.
  - (ii) Alphabetical order in which the first names of the candidates appear.

## SCHEME OF WRITTEN EXAMINATION :-

The written examination consists of one **objective type multiple choice question** paper of **200 marks** as shown below :

Part	Subject	Maximum Marks & Number of Questions	Time Duration for General Candidates	Time Duration for Visually Handicapped Candidates
<b>I</b>	General Intelligence & Reasoning	50 (50 questions)	<b>02 Hours</b>	2 Hours 20 Minutes
<b>II</b>	General Awareness	50 ( 50 questions)		
<b>III</b>	English Language & Comprehension	100 ( 50 questions)		

## NOTE:-

1. There will be negative marking of 0.25 marks for each wrong answer.
2. Standard of questions will be of the level to commensurate with educational qualification for the post i.e. 12<sup>th</sup> standard.
3. Visually handicapped (VH) candidates with visual disabilities of forty percent or above can avail the assistance of a Scribe in the written Examination, subject to such requests being made at the time of applying for the examination. Question paper and Answer Sheets will not be provided in Braille.
4. Persons with visual disability of less than forty percent will not be considered as visually handicapped persons . One eyed candidates and partially blind candidates who are able to read with or without magnifying glass will be allowed to use the magnifying Glass in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall

## **Syllabus of Written Examination :**

### **I. 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 candidates abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.*

### **II. General Awareness :-**

*Questions will be designed to test the ability of the candidates 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 matter 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.*

### **III 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.*

## **SKILL TEST IN STENOGRAPHY :-**

**Candidates who obtain the qualifying marks in the written Examination will only be called for the Skill Test. 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 :-**

**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, ENGLISH will be considered 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.**

