

**EXAMINATION SCHEME FOR THE POST OF
STENOGRAPHER & STENOGRAPHER (BILINGUAL)**

There shall be Written Test & Skill Test for recruitment to the post of Stenographer & Stenographer (Bilingual). The examination scheme for recruitment to the said posts is as below. The examination shall be conducted in two parts, namely:

- Part – I : Written Test
Part – II : Skill Test (Shorthand Speed Test)

Stenographer

Part - I

A. Written Test for the post of Stenographer

Total marks for Written test (Time 01.00 Hour)	60 Marks
English Grammer	20 Marks
Essay Writing (English) in 200 words	10 Marks
Making sentences with the words given (English)	20 Marks
Computer Application	10 Marks

Part – II

B. Shorthand Speed Test for the post of Stenographer (Skill Test)

Total Marks for Skill Test [Shorthand (English) Speed Test]	50 Marks
Marks to be deducted for each mistake.	½ Marks
Duration for dictation of English passage of 400 words	05 Minutes
Duration for transcription on Computer (Open Source Operating System (Ubuntu) with Word Processor Libre Office).	30 Minutes

[Handwritten signature]
30/11/18

[Handwritten signature]
30/11/18
AN (Est. Rec. cell)

Stenographer (Bilingual)

Part - I

A. Written Test for the post of Stenographer (Bilingual)

Total marks for Written test (Time 01.00 Hour)	60 Marks
English Grammer	20 Marks
Essay Writing (Hindi) in 200 words	10 Marks
Making sentences with the words given (English)	20 Marks
Computer Application	10 Marks

Part – II

B. Shorthand Speed Test for the post of Stenographer (Bilingual)

(Skill Test)

Total Marks for Skill Test [Shorthand (English) and Shorthand (Hindi) Speed Test]	50 Marks
Marks to be deducted for each mistake.	½ Marks
Duration for dictation of passage (English) of 200 words	2½ Minutes
Duration for dictation of passage (Hindi) of 200 words	2½ Minutes
Duration for transcription on Computer (Open Source Operating System (Ubuntu) with Word Processor Libre Office).	30 Minutes (15 minutes for each passage)

The Unreserved candidates shall have to secure minimum 50% marks and S.C., S.T. & O.B.C. category candidates shall have to secure minimum 40% marks in skill test for qualifying the above test. The select list will be prepared on the basis of total marks obtained in skill test and written examination.

In case of the candidates who have applied for both the posts i.e. for Stenographer and Stenographer (Bilingual), common Written Test will be held for both the posts but they will be provided one additional paper for essay writing (Hindi in 200 words) for which 15 minutes additional time will be provided to them. Valuation for both the posts will be made as per the examination scheme.

Dictation matter of Stenography (English) is to be typed in Double line space with the Font Size of '14' of 'Arial' Font similarly for Hindi Stenography the matter is to be typed in Double line space with the Font Size of '16' of 'Kruti Dev 010' Font.

Approved

[Handwritten Signature]
30/11/2018

[Handwritten Signature]
30-11-18
(5th Dec 2018)