

Chapter-5

SELECTION PROCEDURE

5.1 Syllabus & Modalities:

Syllabus for common offline written examination (on OMR sheet) for the post of Stenographer Gr.-III :-

Stage- I : Written Examination	Subjects		Maximum marks
(Time 90 Minutes) Examination will carry 100 questions	(A)	Hindi	100 marks
	(B)	English	
	(C)	General Studies	
	(D)	Mathematics	
Stage-II (Part A): Hindi and English Type Test on Computer- 25 w.p.m for Hindi and 30 w.p.m. for English typewriting on computer.			25 marks (for Hindi Typing) 25 marks (for English Typing) <small>(Minimum Qualifying marks : 10 out of 25 for both Hindi and English Type Test)</small>
Stage-II (Part B): Hindi/English Stenography Test For Hindi Stenographers :- 80 w.p.m. in Shorthand in Hindi and 30 w.p.m. in Typing in Hindi on computer. For English Stenographers :- 100 w.p.m. in Shorthand in English and 40 w.p.m. in Typing in English on computer.			50 marks

- There shall be no negative marking for incorrect answers in Stage-I Written Examination.
- The question paper of Stage I (Written Examination) will be available in both English and Hindi languages.
- Questions shall be on the areas related to and of the level mentioned in essential qualification.
- Stage II- Part 'A' & Part 'B' shall be conducted on the same day.

- **The candidate should secure at least 10 marks out of 25 marks in the Type Test on Computer for both English and Hindi Typing respectively. The candidate securing less than 10 marks in any of the typing test either English or Hindi shall not be considered eligible for final selection.**
- **The Selection Committee has discretion to fix minimum qualifying marks in any or all parts of papers in both the stages i.e. in Stage-I (Written Examination) and Stage-II (Part A & B).**

The selection process shall include the following two stages :-

(i) **Stage-I (Written Examination)** : There will be one common offline written examination (objective type on OMR sheet) which consists of 100 objective type questions. Five candidates in order of merit of Stage-I (Written Examination) shall be shortlisted category/sub-category wise against each notified vacancy for appearing in Stage-II-Part 'A' (Type Test on Computer) and Stage-II-Part 'B' (Stenography Test) to be notified at a later date.

(ii) **Stage-II- PART 'A' (Type Test on Computer)** : Hindi & English Type Test on Computer for the post of Stenographer Gr.-III shall be held on the date to be notified after the declaration of the result of Stage-I (Written Examination). The candidates will be provided a passage of approximately 250 words for Hindi Type Test, to be typed within 10 minutes on computer. Similarly, the candidates will be provided a passage of approximately 300 words, for English Type Test, to be typed within 10 minutes on computer. **Only Inscript Keyboard layout (on Mangal Font) will be used for Hindi Type Test on computer. The test shall be conducted in online mode on Computer and contents shall be provided on the Computer Screen.**

(iii) **Stage-II- PART 'B' (Stenography Test)** : For Hindi Stenography Test, the candidates will be given a text of 400 words (with a speed of 80 w.p.m.) in Shorthand dictated in 5 minutes. The candidate would have to transcribe the dictated matter on computer within 30 minutes. Similarly, for English Stenography Test, the candidates will be given a text of 500 words (with a speed of 100 w.p.m.) in Shorthand dictated in 5 minutes. The candidates would have to transcribe the dictated matter on computer within 30 minutes.

(iv) Interview shall not be the part of selection process.

(v) Separate result of Stenographer (English) & Stenographer (Hindi) shall be prepared, however, a single combined merit list for the post of Stenographer Gr.-III on the basis of marks obtained by candidates in written examination, Hindi & English Type Test on Computer and respective stenography test shall be prepared.

**Notwithstanding anything to the contrary in these rules the Appointing Authority and the Selecting Authority with regard to conduct of examination and selection shall act in accordance with general or special orders issued by Hon'ble the Chief Justice of High Court from time to time.*
