

**STENOGRAPHER****Part-I****A. Written Test for the post of Stenographer**

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

Computer Application	10 Marks
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**Part-II****B. Shorthand Speed Test for the post of Stenographer  
(Skill Test)**

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

**STENOGRAPHER (BILINGUAL)**

**Part-I****A. Written Test for the post of Stenographer (Bilingual)**

<b>Total marks for Written test</b> (Time 01.00 Hour)	<b>60 Marks</b>
English Grammer	20 Marks
Essay Writing ( <b>Hindi</b> ) 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)**

<b>Total marks for Skill test</b> [Shorthand (Hindi) Speed Test]	<b>50 Marks</b>
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)

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