

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 (Time 90 Minutes) Examination will carry 100 questions	Subjects		Maximum marks 100 marks
	(A)	Hindi	
	(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) (Minimum Qualifying marks : 10 out of 25 for both Hindi and English Type Test)
Stage-II (Part B): Hindi/English Stenography Test For Hindi Stenographers: - 80 w.p.m. in Shorthand in Hindi. For English Stenographers: - 100 w.p.m. in Shorthand in English.			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.
- In case of any discrepancies between the English and Hindi versions of the Question Paper, the English version will be considered final.
- 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 and he/she must also achieve the net typing speed of 25 w.p.m. for Hindi and 30 w.p.m. for English on computer to be considered eligible for placing in the merit list.

- 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).

Selection Procedure: 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.*

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Chapter-6

MARKING SCHEME

Stage/Part of Examination	Scheme
Stage-I (Written Test) Multiple Choice Objective Type (Offline mode/ OMR based)	(i) For each Multiple Choice Question, the candidate must select one option as the correct answer.
	(ii) Each correct answer shall carry One (01) Mark.
	(iii) There is no negative marking for incorrect answers.
	(iv) No marks will be given for questions un-answered or unattempted.
	(v) If a question is found to be incorrect or ambiguous or having more than one answer during the Key Challenge, only those candidates who have chosen one of the correct answers shall be given the mark.
	(vi) In case a Question is dropped due to some technical mistake (error) or any other reason full marks shall be given to all the candidates.

Stage/Part of Examination	Scheme
Stage-II (Part A): Hindi and English Typing Test on Computer	For English Type Test: (i) (a) Marks shall be deducted on each mistake (error) (Value of mistake (error): 01 Mistake(error)=0.0833 mark). For Hindi Type Test: (i) (b) Marks shall be deducted on each mistake (error) (Value of mistake (error): 01 Mistake(error)=0.100 mark).
	(ii) Left-out words and spelling mistakes will be treated as full mistake (errors).
	(iii) An error in punctuation shall be full mistake (errors).
	(iv) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error).
	(iv) Extra words typed shall be deleted/ignored.
	(v) Marks for mistakes in spelling and punctuation will be calculated accordingly.
	(vi) The speed shall be calculated on the basis of Net Correct Words typed and time taken for submission by the candidate.

Stage/Part of Examination	Scheme
Stage-II (Part B): Hindi/English Stenography Test	For English Stenography Test: Total Words 500 (approximately) as dictated in 05 minutes. Required Speed in English Shorthand is 100 words per minute. (Value of mistake (error): 01 Mistake(error)=0.100 mark).
	For Hindi Stenography Test: Total Words 400 (approximately) as dictated in 05 minutes. Required Speed in Hindi Shorthand is 80 words per minute. (Value of mistake (error): 01 Mistake(error)=0.125 mark).
	(i) Left-out words and spelling mistakes will be treated as full mistake/error.
	(ii) An error in paragraphing and punctuation shall be treated as half mistake/error.
	(iii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as dictated shall be treated as full mistake (error).
	(iv) Marks shall be deducted on each mistake (error)
	(v) The speed shall be calculated on the basis of Net Correct Words reproduced by the candidate within specified time
