Annexure –II

Scheme of Examination for Recruitment to the Post of Steno (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Steno (Level – 4)** by **Direct Recruitment.**

Scheme of the Examination:

Components	Test	Time Duration	Maximum Marks
Paper-1	Objective Type	2 Hours	100
Paper-2	Descriptive Type	2 Hours	100
Paper-3	Skill Test		Qualifying
Total Marks (100+100)			**200**

Note:- There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

Paper-1 S.No.	Subject	No. of Questions	Marks
1	General Awareness	30	30
2	Reasoning Ability	20	20
3	Mathematical Ability	20	20
4	English and Hindi	30	30
Paper-2	Descriptive Type	----	100

Those who have qualified in Paper-1 and Paper-2 will be called for Skill Test.

Detailed Syllabus:

Paper-1

General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observations as may be expected of an educated pers. The test will include questions relating to India and its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/ International Organizations/ Institutions, Events etc. and related to the post concerned.

Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

Test of English: In addition to the testing of candidate's understanding of the English Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Test of Hindi: In addition to the testing of candidate's Understanding of the Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper-2 **Syllabus (Maximum Marks – 100)**

Paper-2	Descriptive Test Components	Maximum Marks
	Noting, Drafting, Precis Writing, Essay Writing, Knowledge of Computer etc.	100
	Total	**100**

Paper-3 **(Skill Test): Qualifying in nature**

1) **Dictation:** 10 minutes in English or Hindi at the speed of 80 w.p.m.

2) **Transcription:** 50 minutes in English or 65 minutes in Hindi on Computer.

3.) **Typing Test:** 35 wpm in English or 30 wpm in Hindi

Note:- (i) **The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper – 1.**

(ii) **Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 and Paper – 2.**

(Registrar)