



## SSC Stenographer Examination (Grade 'C' & 'D')

Staff Selection Commission holds a Combined All India Open Examination for recruitment to the posts of Stenographer Grade 'C' (Group 'B' Non-Gazetted) in Pay Band 2 plus Grade Pay as admissible and Stenographer Grade 'D' (Group 'C' Non-Technical) in Pay Band 1 plus Grade Pay as admissible in various Central Government Ministries / Departments / Offices for which 12<sup>th</sup> Standard Pass from a recognized board/university is the minimum qualification. The Examination will comprise a Written Objective Type Examination followed by a Skill Test in Stenography at 100 w.p.m. and 80 w.p.m. for Stenographer Grade 'C' & 'D' respectively.

**Eligibility:** Must have passed 12<sup>th</sup> Standard or equivalent or higher examination from a recognised Board or University.

**Age Limit:** 18-27 Years

**Scheme of SSC Stenographer Examination:** The examination will consist of a WRITTEN EXAMINATION and SKILL TEST in stenography.

The written examination consists of one objective type paper as shown below:

Part	Subject	Maximum Marks	Total Duration
I	General Intelligence & Reasoning ( 50 questions )	50	2 Hours
II	General Awareness ( 50 questions )	50	
III	English Language and Comprehension ( 100 questions )	100	

**Note-I:** The Paper will consist of Objective Type-Multiple choice questions only. The questions except in Part III will be set both in English & Hindi.

**Note-II:** There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

### Syllabus of SSC Stenographer Examination:

Reasoning- It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.



**General Awareness-** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

**Note:** For VH candidates of 40% and above visual disability and opting for SCRIBE there will be no component of Maps/Graphs/Diagrams/Statistical Data in the Reasoning / General Awareness Paper.

**English Language & Comprehension-** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

### **Skill Test in Stenography**

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the Commission will only be called for the Skill Test. It may also prescribe qualifying marks in each part of the Written Examination. THE SKILL TEST WILL BE OF QUALIFYING NATURE and the Commission will fix the qualifying standards in the skill test for different categories of candidates. The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 100 w.p.m. for the post of Stenographer Grade 'C' and 80 w.p.m. for the post of Stenographer Grade 'D'. The matter will have to be transcribed on computer only. The transcription time is as follows:- For Stenographer Grade 'D' : 50 minutes (English) 65 minutes (Hindi) For Stenographer Grade 'C': 40 minutes (English) 55 Minutes (Hindi)

### **Note:**

- (1) If the candidates do not indicate the medium of STENOGRAPHY TEST in the Application Form, the Commission will consider ENGLISH as the medium of STENOGRAPHY TEST for such candidates and the candidates will not be allowed to change the medium at a subsequent stage.
- (2) There is no exemption from skill test for any category of candidates.
- (3) Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.
- (4) VH candidates will be required to transcribe the matter in 75 minutes for English Shorthand or in 100 minutes for Hindi Shorthand for the post of Stenographer Grade 'D' and



in 70 minutes for English Shorthand test and in 95 minutes for Hindi Shorthand test for the post of Stenographer Grade 'C'.

(5) The SKILL TEST will be held at the Commission's Regional/Sub Regional Offices or at other Centres as may be decided by the Commission.

**Mode of Selection:** Candidates will be shortlisted for the skill test on the basis of their performance in the Written Examination. Candidates who qualify in the skill test will be recommended for appointment by the Commission on the basis of their performance in the Written Examination. Nomination of candidates will be made to User Departments depending upon their merit position and option for Group 'X' and Group 'Y' posts, irrespective of whether they took the stenography test in English/ Hindi unless the User Department specifically seeks candidates with stenography skill in either of these languages.

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