

RASHTRIYA SANSKRIT SANSTHAN
(DEEMED UNIVERSITY)
JANAKPURI, NEW DELHI

Selection Criteria and Scheme of Examination for the post of
Stenographer Gr. II.

1. General

- 1.1 The examination will consist of a written test and skill test in stenography.
- 1.2 Only those candidates who obtain qualifying marks in the written test (to be determined by the sansthan) shall be eligible for appearing in the skill test in stenography.
- 1.3 The skill test in stenography will be qualifying in nature. But merit list for selection will be drawn on the basis of marks secured in the written test.
- 1.4 Those who qualify skill test will be considered for inclusion in the merit list which shall be prepared on the basis of marks obtained in the written test.
- 1.5 In the event of tie in scores in written test, the following criteria will be taken in order of preference in deciding the merit:-
- 1.5.1 For the post of Stenographer Gr. II :-
- (i) Marks obtained in qualifying examination.
- (ii) Marks/grade obtained in 12th examination.

2. Scheme of the written test and syllabus:

2.1 Objective test: (200 Marks) Duration : Three Hours

Section	Subject	Maximum Marks	Total Duration	Qualifying Marks
A	General Intelligence and reasoning (50 questions- 1 mark each)	50	3 Hours	40% of 200
B	General Awareness (50 questions-1 mark each)	50		
C	English Language and comprehension (100 questions- 1 mark each)	100		
Total 200				

2.1 Indicative Syllabus for Written Examination:

2.1 (A) **Section A:- General Intelligence & 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, judgement, 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.

2.1 (B) **Section B:- 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 include questions relating to India, especially pertaining to History, Indian Culture, Sanskrit language and Literature, Traditional knowledge systems of India, Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

2.1 (C) **Section C:- English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage and its correct usage, etc. his/her writing ability would also be tested.

2.2. **For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes.**

3. Skill test in Stenography:

3.1 Candidates who obtain the qualifying marks in the Written Examination will be called for the Skill Test (stenography test).

3.2 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 I and 80 w.p.m. for the post of Stenographer Grade II. The matter will have to be transcribed on computer only. The evaluation of transcription will be done electronically only. The transcription time is as follows:-

For Stenographer Grade I - 40 minutes (English) and 55 minutes (Hindi)

For Stenographer Grade II - 50 minutes (English) and 65 Minutes (Hindi)

3.3 If the candidates do not indicate the medium of stenography test in Application Form, the Sansthan will consider English as the medium of stenography test for such candidates.

3.4 There is no exemption from skill test for any category of candidates.

4. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment. Candidates have to work as English/Hindi stenographers as per the functional requirement of the Sansthan irrespective of the medium of Skill Test of candidate during the examination.

5. 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 II and in 70 minutes for English Shorthand test and in 95 minutes for Hindi Shorthand test for the post of Stenographer Grade I.

6. The skill test will be held at the Sansthan Headquarters or at other Centre(s) as may be decided by the Sansthan.

7. General instructions to be complied by the candidate in the Written Examination:

- 7.1 Candidates must write the papers/indicate the answers in their own hand.
- 7.2 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises / Venue for papers for which their use is not permitted.
- 7.3 If any candidate is found to possess any electronic gadgets unless permitted as in 8.2 in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/ she will be debarred from the Sansthan's examination.
- 7.4 Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated.
- 7.5 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.