

SSC

Stenographer

Syllabus

12. Scheme of Examination

(a) The details of computer based examination are mentioned below:

Date of Exam	Part	Subject	No. of Questions	Maximum Marks	Total Duration
1-2-2019 to 6-2-2019	I	General Intelligence & Reasoning	50	50	2 Hours (2 hours and 40 minutes for the candidates who are allowed use of scribe as per Para-7 (a) and 7 (b) above)
	II	General Awareness	50	50	
	III	English Language and Comprehension	100	100	

(b) Question paper will be of Objective Type Multiple Choice. Questions will be set in Hindi and English except for Part-III.

(c) 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 question.

(d) Marks scored by candidates in the Computer Based Examinations, if conducted in multiple shifts, will be normalized and such normalized scores will be used to determine final merit.

13. **Indicative Syllabus for Computer Based Mode Examination:**

- (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, 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.
- (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 also include questions relating to India and its Neighboring 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.
- (c) For VH candidates of 40% and above visual disability opting for scribe there will be no component of Maps/ Graphs/ Diagrams/ Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper.
- (d) **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.
- (e) **Skill Test in Stenography:**
- (i) Candidates who obtain the qualifying marks in the Examination as may be prescribed by the Commission will be called for the Skill Test. Commission may also prescribe qualifying marks in each part of the 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.
- (ii) The candidates will have to appear for the Skill Test in Stenography. The candidates will be given one dictation for 10 minutes in English/ Hindi at the speed of 100 word per minute (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. The transcription time is as follows:

S. No.	Post	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates who are allowed use of scribe in the CBE (Para-7)
1	Stenographer Grade 'D'	English	50	70
2	Stenographer Grade 'D'	Hindi	65	90
3	Stenographer Grade 'C'	English	40	55
4	Stenographer Grade 'C'	Hindi	55	75

(iii) **Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by appointing departments. Candidates have to work as English/ Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination.**

- (iv) The skill test will be held at the Commission's Regional/ Sub Regional Offices or at other Centre(s) as may be decided by the Commission.
- (v) Detailed instructions regarding Skill Test will be sent by the concerned Regional/ Sub Regional Offices of the Commission to the candidates called for the Skill Test.

14. Document Verification (DV):

- (a) All the candidates qualified for Document Verification are required to come for Document Verification. Those who fail to do so will not be considered for any post at the time of final selection. Candidates will have to submit copies of various documents like Matriculation Certificate, educational qualification, caste certificate, relevant document, if any relaxation is taken, etc. Candidates will be required to produce all documents in original for verification at the time of document verification. Information about the required documents will be provided while calling candidates for DV. Detailed options for various posts and Departments will be taken from candidates either online or at the time of document verification.
- (b) **While giving preference of the posts/ Departments either online or at the time of Document Verification, the candidates may note that the Border Roads Organization (BRO) have specific requirement of Physical Standards, Physical Tests and Medical Standards. Candidates must ensure that they fulfill all the requirement of BRO before giving their preferences/ options. Measurement of Physical Standards and Physical and Medical Tests will be conducted by the**

BRO after final selection and nomination of candidates to BRO. Notification with regard to Physical/ Medical Standards, etc issued by BRO is placed at Annexure XV.