

SSC STENOGRAPHER

Exam Syllabus (Subject-Wise)

SSC does not publish an exhaustive official topic list — the breakdown below reflects the actual pattern of previous years' papers, so use it as a strong preparation guide rather than a fixed official document.



A. ENGLISH LANGUAGE & COMPREHENSION

(100 marks — highest weightage)

- Reading Comprehension
- Synonyms & Antonyms
- Fill in the Blanks
- Spellings
- Phrases & Idiom Meaning/ Proverbs
- Active & Passive Voice
- Direct & Indirect Speech
- Para Jumble & Sentence Jumble
- Phrase Replacement / Sentence Correction
- Error Spotting
- Cloze Test
- Homonyms/Homophones
- One Word Substitution



B. GENERAL AWARENESS

(50 marks)

- Static Awareness
- Current Affairs
- Science & Technology
- History
- Culture
- Geography
- Economic Scene
- General Polity
- General Science
- Indian Constitution
- Environment



C. GENERAL INTELLIGENCE & REASONING

(50 marks)

- Analogy
- Similarities & Differences
- Space Visualization
- Problem Solving
- Analysis & Judgement
- Decision Making
- Visual Memory
- Discriminating Observation
- Coding-Decoding
- Puzzle
- Venn Diagram
- Direction & Distance
- Blood Relation
- Order & Ranking
- Number Series
- Verbal Reasoning
- Non-Verbal Reasoning
- Arithmetical Reasoning
- Sequence
- Miscellaneous
- Figure counting
- Syllogism

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SCORE HIGH**



*Right
Preparation
Brighter
Opportunities*

*Skills
Speed
Success*

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Selection Process — 3 Stages

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Selection Process — 3 Stages

Stage	Process	Details
1	Computer-Based Test (CBT)	Online MCQ exam covering Reasoning, GA, English
2	Skill Test (Stenography)	Dictation + on-computer transcription; qualifying only
3	Document Verification	Original documents checked for final selection
Final	Merit List	Based on CBT marks, after qualifying the Skill Test



Skill Test — Dictation & Transcription



Shortlisted candidates take a stenography dictation, then transcribe it on a computer within a fixed time.



Dictation Speed

Grade	Speed	Duration
Grade 'C'	100 words per minute	10 minutes
Grade 'D'	80 words per minute	10 minutes



Transcription Time

Post	Language	Normal Time	Time with Scribe
Grade C	English	40 minutes	55 minutes
Grade C	Hindi	55 minutes	75 minutes
Grade D	English	50 minutes	70 minutes
Grade D	Hindi	65 minutes	90 minutes



Note: Grade C and Grade D share the same written syllabus — only the Skill Test speed/time requirements differ, with Grade C being tougher.



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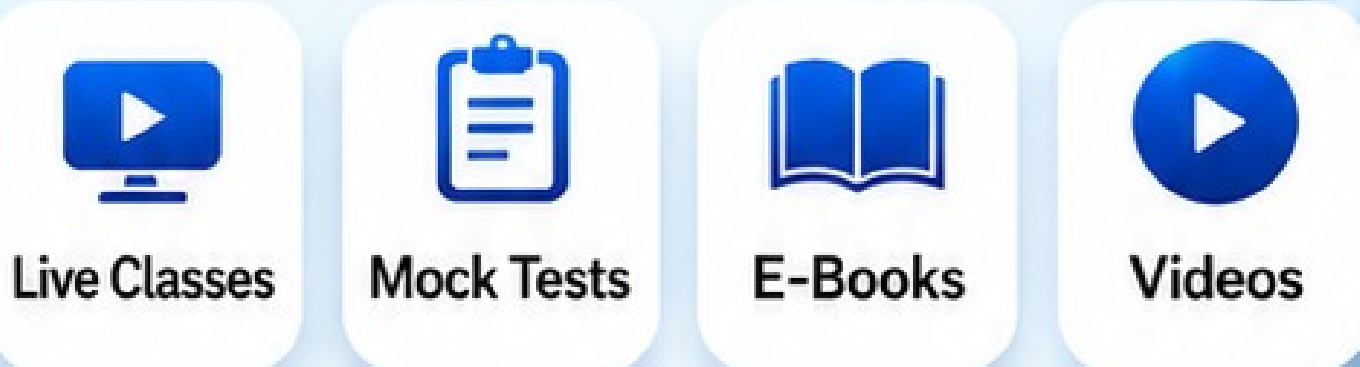
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Exam Pattern (CBT)

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SSC has introduced sectional timing for the 2026 cycle — a change from earlier years, when only one overall 120-minute limit applied. Time cannot be moved between sections; each part auto-submits when its own clock runs out.

Skills
Speed
Success

Exam Pattern (CBT)

Part	Subject	Questions	Marks	Duration
I	General Intelligence & Reasoning	50	50	30 minutes
II	General Awareness	50	50	30 minutes
III	English Language & Comprehension	100	100	60 minutes
Total	—	200	200	2 hours

For scribe-eligible candidates: 2 hours 40 minutes total (Part I – 40 min, Part II – 40 min, Part III – 80 min).

Key Points

- ✓ No interview — selection is purely CBT + Skill Test + Document Verification.
- ✓ Negative marking: -0.25 for every wrong answer.
- ✓ No sectional cut-off, only overall CBT score matters for shortlisting.
- ✓ English Language & Comprehension carries the single highest weightage — 100 of 200 marks.
- ✓ Grade C and Grade D share the same written syllabus — only Skill Test speed/time requirements differ (Grade C is faster/tougher).
- ✓ Skill Test (dictation + transcription) is qualifying only — it does not add to merit marks.

Minimum Qualifying Marks (CBT)

Category	Minimum Marks Required
UR	30%
OBC / EWS	25%
All Other Categories (SC/ST/PwBD/Ex-Servicemen)	20%

Note: Qualifying marks alone don't guarantee a shortlist — actual cut-off depends on vacancies and competition.

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Previous Years' Cut Off (Final)



The cut-off marks vary each year based on factors such as the number of vacancies, difficulty level of the exam and overall candidate performance. The table below shows the final cut-off (out of 200 marks) for previous years.



Grade 'C' — 100 wpm post (Final Cut Off)

Category	2021	2022	2023	2024	2025
UR	146.79	130.70	147.45	148.58	142.43
EWS	138.65	130.70	147.45	148.58	137.83
OBC	142.36	129.05	145.03	148.58	141.77
SC	132.93	114.61	136.08	138.17	135.44
ST	117.44	105.95	128.05	114.73	120.38
OH	108.68	87.90	103.90	108.57	119.94
VH	55.95	63.60	115.92	77.62	95.28
HH	—	40.00	—	40.17	73.62
Other PWD	—	40.00	—	40.21	—



Grade 'D' — 80 wpm post (Final Cut Off)

Category	2021	2022	2023	2024	2025
UR	131.23	108.61	131.32	130.94	132.31
EWS	83.56	90.65	126.30	117.85	125.13
OBC	126.72	96.40	125.02	130.63	129.22
SC	103.89	76.77	109.41	109.72	117.77
ST	84.61	63.40	88.71	85.13	105.75
OH	59.32	40.07	85.86	86.94	107.45
VH	51.29	40.00	40.05	62.90	80.23
HH	—	40.00	40.15	40.21	40.20
ESM	40.00	40.00	40.05	—	40.27
Other PWD	—	40.00	40.15	40.21	51.95

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