

## THE SYLLABUS OF EXAMINATION FOR DIRECT RECRUITMENT TO:-

### 1) Stenographer Grade I

#### a) A test in stenography.

The test will consist of a dictation of passage in English for three minutes at the rate of **150 words per minute**. One hour will be allowed for transcribing and typing shorthand record of the dictation. The passage will be selected with a view to testing the candidates, not only in their speed in stenography but also in their knowledge of good and idiomatic English. **No candidate will be considered to have qualified for employment whose percentage of errors in the test exceeds 7.5%**

#### b) A short test in English composition.

The test in English composition will consist of a written examination for which one hour will be allowed and candidates will be required to write a letter or a short essay on a subject of general interest.

### 2) Stenographer Grade II

#### a) A test in stenography.

The test will consist of a dictation of a passage in English for five minutes at the rate of **120 words per minute**. One hour will be allowed for transcribing and typing shorthand record of the dictation. The passage will be selected with a view to testing the candidates, not only in their speed in stenography but also in their knowledge of good and idiomatic English. **No candidate will be considered to have qualified for employment whose percentage of errors in the test exceeds 7.5%**

#### b) A short test in English composition.

The test in English Composition will consist of a written examination for which one hour will be allowed and candidates will be required to write a letter or a short essay on a subject of general interest.

### 3) Stenographer Grade III

#### a) A test in stenography.

The test will consist of a dictation of a passage in English for five minutes at the rate of **80 words per minute**. One hour will be allowed for transcribing and typing shorthand record of the dictation. The passage will be selected with a view to testing the candidates, not only in their speed in Stenography but also in their knowledge of good and idiomatic English. **No candidates will be considered to have qualified for employment whose percentage of errors in the test exceeds 7.5%**

#### b) A short test in English composition.

The test in English composition will consist of a written examination for which one hour will allowed and candidates will be required to write a letter or a short essay on a subject of general interest.

**Note:- The above examination will be of the standards conforming to the minimum educational qualifications prescribed for candidates for the different grades.**

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