

Allahabad High Court Group Stenographer Syllabus 2017

8. **Selection Procedure** :- The selection process shall include the following three stages :-

(i) **Stage-I (Written Examination)** : There will be one common offline written examination (objective type on OMR sheet) which consists of 100 objective type questions. Five candidates in order of merit of Stage-I (Written Examination) shall be shortlisted category-wise against each notified vacancy for appearing in Stage-II (Computer Type Test) and Stage-III (Stenography Test) tests at a later date.

(ii) **Stage-II (Computer Type Test)** : Hindi/English Computer Type Test for the post of Stenographer Gr.-III shall be held on the date to be notified after the declaration of the result of Stage-I (Written Examination). The candidates will be provided a passage of approximately

250 words for Hindi Computer Type Test, to be typed within 10 minutes on computer. Similarly, the candidates will be provided a passage of 300 words, for English Computer Type Test, to be typed within 10 minutes on computer. **Mangal Font will be used for Hindi Typing on computer.**

(iii) **Stage-III (Stenography Test)** : For Hindi Stenography Test, the candidates will be given a text of 400 words (with a speed of 80 w.p.m.) in Shorthand dictated in 5 minutes by the dictator. The candidate would have to transcribe the dictated matter with the speed of 30 w.p.m. on computer within 30 minutes. Similarly, for English Stenography Test, the candidates will be given a text of 500 words (with a speed of 100 w.p.m.) in Shorthand dictated in 5 minutes by the dictator. The candidates would have to transcribe the dictated matter with the speed of 40 w.p.m. on computer within 30 minutes.

(iv) Interview shall not be the part of selection process.

(v) A combined merit list for the post of Stenographer Gr.-III will be prepared on the basis of marks obtained by the candidates in offline written examination, Hindi/English Computer Type Test and Stenography Test.

Notwithstanding anything to the contrary in these rules the Appointing Authority and the Selecting Authority with regard to conduct of examination and selection shall act in accordance with general or special orders issued by Hon'ble the Chief Justice of High Court from time to time.

9. Syllabus for common offline written examination (on OMR sheet) for the post of Stenographer Gr.-III :-

<u>Stage- I : Written Examination</u> (Time 90 Minutes)	<u>Subjects</u>		<u>Maximum marks</u>
Examination will carry 100 questions	(A)	Hindi	100 marks
	(B)	English	
	(C)	General Studies	
	(D)	Mathematics	
<u>Stage-II : Hindi/English Computer Type Test</u>			25 marks (for Hindi Typing)
25/30 words per minute for Hindi/English typewriting on computer.			25 marks (for English Typing)
<u>Stage-III : Hindi/English Stenography Test</u>			50 marks
For Hindi Stenographers :- 80 w.p.m. in Shorthand in Hindi and 30 w.p.m. in Typing in Hindi on computer.			
For English Stenographers :- 100 w.p.m. in Shorthand in English and 40 w.p.m. in Typing in English on computer.			

- There shall be no negative marking for wrong answers in Stage-I Written Examination.
- The question paper will be available in both English and Hindi languages.
- The Selection Committee has discretion to fix minimum qualifying marks in any or all parts of papers for Stage-I (Written Examination), Stage-II (Hindi/English Computer Type Test) and Stage-III (Hindi/English Stenography Test).

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