

GROUP-58

Skill examination syllabus for all Stenographer

Sr. No.	Name of post	Shorthand criteria
1	Senior Scale Stenographer (Both Languages), Various Departments/Boards & Corporations.	(English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4% AND Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 4%)
2	Junior Scale Stenographer (Both Languages), Various Departments/Boards & Corporations.	(English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8% AND Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 8%)
3	Steno-Typist (Both Languages) Various Departments/Boards & Corporations.	(English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8% AND Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%)
4	Senior Scale Stenographer (English), Various Departments/Boards & Corporations.	(English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%.)
5	Junior Scale Stenographer (English Languages), Various Departments/Boards & Corporations.	(English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8%.)
6	Steno-Typist (English) Various Departments/Boards & Corporations.	(English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%.)
7	Senior Scale Stenographer (Hindi), Various Departments/Boards & Corporations.	Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 4%)
8	Junior Scale Stenographer (Hindi), Various Departments/Boards & Corporations.	(Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 8%)
9	Steno-Typist (Hindi) Various Departments/Boards & Corporations.	(Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%)

Shorthand and transcription test for the said posts shall be conducted as computer based test in Kruti Dev 10 for Hindi in font 14 & Arial for English in font 12 with line spacing 1.5 point for Steno skilled test.