CENTRAL SANSKRIT UNIVERSITY
(Established by an Act of Parliament, 2020)
NEW DELHI – 110 058

Selection Criteria and Scheme of Examination for the post of
STENOGRAPHER - GRADE II

1. General

1.1   The selection to the post of Stenographer-Grade II shall be through a process of Computer Based Test (CBT - Objective) & Skill Test in Stenography and Typing on Computer.

1.2   For CBT(Objective-MCQ), there will be 100 questions carrying 01 mark each (Total 100 marks).

1.3   There is no negative marking for any wrong answer in CBT examination.

1.4   The Time for Computer Based Test of (Objective-MCQ) is of 60 minutes.

1.5   To qualify the examination, the candidate must secure at least 40% of marks in the Objective CBT Paper. Only those candidates, who obtain qualifying marks in the Objective CBT Paper, shall be eligible for appearing in the Skill Test in Stenography.

1.6   The Skill Test in Stenography will be qualifying in nature, but merit list for selection will be drawn on the basis of marks secured in the Objective CBT Paper. Only those candidates who qualify Skill Test will be considered for inclusion in the merit list.

1.7   In Objective (CBT-MCQ) Paper, the questions in Section-A will be in concerned language and for Section-B and Section-C, the questions will be in bilingual (Hindi & English).

1.8   In the event of tie in scores in the total marks in Objective (CBT-MCQ) Paper, the following factors will be taken in order of preference in deciding the merit:

(a)   Percentage of marks in the 12th class, which is the minimum qualification to apply for the post.

(b)   Age factor comes in scene (elder candidate will be given preference).

2. SCHEME OF OBJECTIVE (CBT – MCQ) PAPER AND DETAILED SYLLABUS:

(A)   Scheme of CBT (Objective-MCQ) :

Section	Subject	No. of Questions	No. of Marks	Total
Section – A	English language	20	20	40
	Hindi language	20	20	
Section – B	Reasoning ability	20	20	40
	Computer knowledge	20	20	
Section – C	Indian Knowledge and Sanskrit Literature	20	20	20
	Total	100	100	100

(B) Syllabus of CBT (Objective-MCQ) :

    (A)   Section – A

        <u>(i) English language</u>

- Synonyms
- Antonyms
- Direct & Indirect Speech
- Active & Passive Voice
- Idioms & Phrases
- Error Spotting
- One Word Substitution
- Cloze Test
- Comprehension Test

        <u>(ii) Hindi language</u>

- रस, संधि, तद्भव तत्सम
- वचन और कारक,काल
- लोकोक्तियाँ, मुहावरे
- वाक्यांशों के लिए एक शब्द, अनेकार्थी शब्द
- वाक्य संशोधन
- अलंकार, समास, विलोम, पर्यायवाची
- रिक्त स्थान पूर्ति परीक्षण
- बोध परीक्षण

    (B)   Section – B

        <u>(i) Reasoning Ability</u>

- Analogy
- Classification
- Series
- Coding & Decoding
- Alphabet & Number Test
- Logical Arrangement of Words
- Inserting the Missing
- Mathematical Operations
- Direction & Distance
- Clock & Calendar

        <u>(ii) Computer Knowledge</u>

- Computer Basics
- Hardware & Software
- Operating Systems
- Networking
- Internet Applications
- Database
- MS-Office
- Programming Languages
- Social & Multimedia
- Shortcut Keys

(C)   Section – C
       Indian Knowledge and Sanskrit Literature
- General Science
- Indian History
- Indian Geography
- Indian Polity
- Indian Economy
- Indian Culture
- Indian Knowledge Systems
- Sanskrit literature

3.   Skill test in Stenography

3.1   Candidates who obtain the qualifying marks in the Objective (CBT) Paper will be called for the Skill Test (stenography test).

3.2   The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m. for the post of Stenographer Grade II. The matter will have to be transcribed on computer only. The evaluation of transcription will be done electronically only. The transcription time is as follows:-

    Stenographer Grade II - 50 minutes (English) and 65 Minutes (Hindi)

3.3   If the candidates do not indicate the medium of stenography test in Application Form, the University will consider English as the medium of stenography test for such candidates.

3.4   There is no exemption from skill test for any category of candidates.

4.   **Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment. Candidates have to work as English / Hindi stenographers as per the functional requirement of the University irrespective of the medium of Skill Test of candidate during the examination.**

5.   VH candidates will be required to transcribe the matter in 75 minutes for English Shorthand or in 100 minutes for Hindi Shorthand for the post of Stenographer Grade II.

6.   The skill test will be held at the University Headquarters or at other Centre(s) as may be decided by the University.

7.   **The General Instructions are as under :-**
    (a) Candidates are directed to attend 1 hour before to the venue i.e. examination centre.
    (b) Candidates are not permitted to bring any electronic gadgets/mobile phones.
    (c) If any candidate is found to possess any electronic gadgets any other means of
        wireless communication in the working or switched off mode, his/her candidature
        shall be cancelled forthwith and he/she will be debarred from the examination.
    (d) No TA/DA will be paid to the candidates for attending the examination.
    (e) Any other necessary instructions will be given in Hall ticket/Admit card.