



## STAFF SELECTION COMMISSION

### Complete Syllabus Of SSC STENOGRAPHERS (GRADE 'C' & 'D') EXAMINATION, 2017

The details of computer based examination are mentioned below –

Date of Exam	Part	Subject	No. of Questions	Maximum Marks	Total Duration
4.9.2017 to 7.9.2017	I	General Intelligence & Reasoning	50	50	2 Hours (2 hours and 40 minutes for VH/OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidates))
	II	General Awareness	50	50	
	III	English Language and Comprehension	100	100	

Question paper will be of Objective Multiple choice type. Questions will be set in Hindi and English except Part-III.

There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the question.

Canvassing in any form will disqualifying the candidates.

**Note:-I:** The Commission reserves the right to add an additional Tier in the scheme of Examination.

**NOTE:-II:** Candidates are not permitted to use Mobile Phone, Calculator, bluetooth device or any other electronic/electrical device for answering any paper. Candidates must not, therefore, bring Mobile Phone, Calculator or any other electronic/ electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as “use of unfair means” in the Examination and candidature of such candidates will be cancelled forthwith. Such candidates are also liable for debarment upto a period of 3 (three) years.

12 Indicative Syllabus for Computer Based Mode Examination:

**General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include

questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

**General Awareness:** Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability /afflicted by cerebral palsy and locomotor disability candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper.

**English Language & Comprehension:** In addition to the testing of candidates' understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

**Skill test in Stenography:**

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the Commission will only be called for the Skill Test. Commission may also prescribe qualifying marks in each part of Examination. The skill test will be of qualifying nature and the Commission will fix the qualifying standards in the skill test for different categories of candidates.

The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 100 w.p.m. for the post of Stenographer Grade „C“ and 80 w.p.m. for the post of Stenographer Grade „D“. The matter will have to be transcribed on compute. The transcription time is as follows:-

For Stenographer Grade „D“: 50 minutes (English)  
65 minutes (Hindi)

For Stenographer Grade „C“: 40 minutes (English)  
55 Minutes (Hindi)

If the candidates do not indicate the medium of stenography test in Column No. 18 of the Application Form, the Commission will consider English as the medium of stenography test for such candidates.

The compensatory time for „Skill Test“ in Stenography will be allowed as follows -

Visually Handicapped, Orthopedically Handicapped (OH) candidates & afflicted by Cerebral Palsy and the candidates who have a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing the performance of the candidates are required to transcribed the matter in 75 minutes for English Shorthand or in 100 minutes for Hindi Shorthand for the post of Stenographer Grade – „D“ and in 70 minutes for English Shorthand test

and in 95 minutes for Hindi Shorthand test for the post of Stenographer Grade – „C“.

Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by appointing departments or authority. Candidates have to work as English/Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination.

The skill test will be held at the Commission's Regional/Sub Regional Offices or at other Centre(s) as may be decided by the Commission.

Detailed instructions regarding Skill Test will be sent by the concerned Regional/Sub Regional Offices of the Commission to the candidates called for the Skill Test.

#### **MODE OF SELECTION:**

Candidates will be shortlisted for the skill test on the basis of their performance in the Computer Based Examination. Candidates who qualify in the skill test will be recommended for appointment by the Commission on the basis of total marks in the Computer Based Examination. Allocation of candidates will be made to User Departments depending upon their merit position and the option exercised by them.

Provided that SC, ST, OBC, ExS and PH (PWD) candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC and PH (PWD) candidates will be accommodated against the general/ unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs and PH candidates which will thus comprise of SC, ST, OBC and PH(PWD) candidates who are otherwise found suitable for appointment even by relaxed standard.

Reserved category candidate who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in computer based examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such

candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. Deduction of the military service rendered from the age of Ex-Servicemen and relaxation of age to PH candidates are permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time, it is found that they do not fulfill any of the eligibility conditions, their

candidature for the examination will be cancelled by the Commission.

Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

In accordance with the directions issued by DOPT vide its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website:

Name of candidate.

Father/Husband's name

Date of Birth

Category(Gen/SC/ST/OBC/PH/Minority)

Gender of the candidate.

Educational Qualifications.

Total Marks obtained in the qualifying examination

Ranking by which the merit is decided.

Complete address

E-mail address

However, the candidate will have the option, at the time of filling up of his/her application form, from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details or else have inadvertently not exercised their options will be made available on the website of the Commission.