Examination Scheme for Recruitment to the post of Stenographer

The Examination Scheme for recruitment to the post of Stenographer in the Rajya Sabha Secretariat consists of four stages -

1. **Preliminary Examination**
2. **Skill Test**
3. **Main Examination**
4. **Interview**

1. Preliminary Examination (Objective Type-Multiple choice answers)

The Preliminary Examination is a screening test for selection of candidates for the main examination and is of objective type. It consists of only one paper of **180 marks (Duration 3 hours)** having three parts as indicated below:

Paper	Subject	Marks	Duration
Part A	**General Intelligence**(60 questions)	60	
Part B	**General Awareness** (60 questions)	60	3 hours
Part C	**English Language** (60 questions)	60	

The marks secured by the candidates in this examination are not counted for the preparation of final selection list.

2. Skill Test

Candidates qualifying the preliminary examination for the post of Stenographer will have to appear for skill test (Shorthand Test) as given below and no candidate who does not qualify skill test will be allowed to sit for further stages of recruitment process.

Paper	Subject	Marks	Duration of Dictation	Transcription Time
Paper I	**Shorthand Test at 80 W.P.M. in English/Hindi**	100	10 minutes	50 minutes **(English)**/ 65 minutes **(Hindi)** (This time includes 10 minutes for reading of notes.)

Marks obtained in skill test would be counted in making final merit list.

3. Main Examination (Descriptive Type)

The Main Examination is of descriptive type and consists of the following papers:

Paper	Subject	Marks	Duration
Paper I	**English Language**	80	2 hours

4.   Interview (20 marks)

The interview is structured to evaluate the interests, knowledge, traits, aptitude, skills etc. of the candidates with a view to assess his/her overall personality and to judge his/her suitability for the post.

5.   Minimum Qualifying Marks

The minimum qualifying percentage of marks in **Interview** is as follows**:-**

Category	SC/ST	OBC	UR
Minimum qualifying percentage of marks.	40%	45%	50%

6.   Merit List

Merit list is prepared based on the overall marks obtained in Skill Test (100 marks), Main Examination -Descriptive Type (80 Marks) and Interview (20 marks). Candidates eliminated at any stage of recruitment process are not included in the final merit list.