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सरकारी नौकरी खोजना बेहद आसान

Rajasthan High Court Steno Syllabus



परीक्षा की स्कीम और पाठ्यक्रम:-

Competitive examination for the posts of Stenographers/Stenographers Grade-II shall consist of the subject given in two alternative **Group A** and **B**. A candidate shall be required to pass the subject group of the post applied and required to pass Group C compulsorily:-

Group - A (English)

English Shorthand Test:

	Paper	Duration	Marks
1.	Dictation of 100 words per minutes	6 Minutes	100
2.	Transcription and typing of dictated passage in English on Computer	50 Minutes	

Group - B (Hindi)

Hindi Shorthand Test:

	Paper	Duration	Marks
1.	Dictation of 80 words per minutes	6 Minutes	100
2.	Transcription and typing of dictated passage in Hindi on Computer	50 Minutes	

Group - C

Computer Test:

	Paper	Duration	Marks	Minimum Marks
1.	Speed Test	10 Minutes	50	20
2.	Efficiency Test	10 Minutes	50	20

☐ Minimum speed should be 8000 key depressions per hour on computer.

☐ The Language of Speed and Efficiency Test would be same as the Language of Shorthand Test.

☐ The marks in the Speed Test shall be awarded as per the following formula:

$$(20/8000) \times \text{Net Speed (in depressions per hour)}$$

☐ Syllabus for Efficiency Test shall be as follows:

1. The test may be taken on word processing software.
2. It shall include formatting of text, paragraph, page and table using proper methods.
3. Formatting of letter.

NOTE : The font for Shorthand and Computer Test shall be "Kruti Dev 010" for Hindi and "Calibri" for English.

INTERVIEW

Interview shall be held after declaration of result of Shorthand & Computer Test and number of candidates to the extent of three times of number of vacancies shall be called for Interview.