HIGH COURT OF HIMACHAL PRADESH, SHIMLA -1

STENOGRAPHER GR.-III

1. SCREENING TEST - SYLLABUS

Maximum Marks: 100 **Time: 2 hours**

It shall be in English Language consisting of MCQs, carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. The Screening test shall be touching the following subjects:

SN	Subject		Marks
i	a. General English:		60
	• English Grammar & Sentence Structure	20	
	• Vocabulary	20	
	• Error detection	20	
ii	b. General Intelligence & Reasoning		20
iii	c. Himachal General Knowledge		20
	Maximum Marks:		**100**

Note-1: The OMR sheets containing the answer of MCQ type questions shall be got evaluated through the electronic mode and candidates qualifying the screening test shall be called for the Proficiency Test, if they fall in the ratio of **1:15** which means fifteen candidates against one vacancy advertised. The Screening Test is merely qualifying in nature (on the basis of merit) and is being conducted to shortlist candidates for the Proficiency Test, as per Schedule-III, Part-5 of the R&P Rules, 2022.

Note-2: If the number of applications received in response to the advertisement issued by the High Court is reasonably less than 300, then the High Court may dispense with the screening test and directly conduct the proficiency test.

Part-5

Proficiency test for the post of Stenographer Grade-Ill(Steno Typist, Steno Typist-cum-Judgment Writer and Judgment Writer)
{See Rules 7, 8 and Schedule-II(Part-B,Sr.No.5)}

Candidates shall have to qualify the stenography test with the speed of 80 W.P.M in English Stenography *~~and 60 W.P.M. in Hindi Stenography~~ and accurate transcription of the matter dictated within a period of 5 times to the time allotted for dictation and also a typing test in English with the typing speed of 40 W.P.M. and a typing test in Hindi with typing speed of 30 W.P.M. on computer, wherefor a separate test shall be held.

Provided that only 10% of the mistakes in transcribing the dictated matter and typed matter in typing test shall be allowed. In other words the candidates committing more than 10% mistakes in transcribing the dictated matter and in typed matter, in typing test, shall be declared as unqualified.

Provided further that taking into consideration any administrative exigency, the Chief Justice, in his discretion, may, at any time, grant exemption in the aforesaid speed limit either in typing or in transcription or in both and also in the mistakes as referred to above.

Note:- The time for dictation as well as typing test shall be ten (10) minutes each.

*** Hindi Stenography relaxed by Hon'ble the Chief Justice**