

**Syllabus for Departmental Selection to the post of Stenographer, Clerical  
Gr. I (English) - SECL- HQ Unit Only**

1. *Multiple Choice Questions (MCQ) pattern containing 40 questions. Each question will carry 01 mark. Written test will be conducted on OMR sheet.*
2. *Proficiency test will carry 50 marks. Candidates who qualify in the written test will be called for proficiency test.*

**Written Test:**

- |  |   |          |
|--|---|----------|
| 1. Subject knowledge                               | : | 10 marks |
| 2. Mental ability                                  | : | 10 marks |
| 3. Quantitative ability logical & reasoning skill. | : | 10 marks |
| 4. Knowledge regarding CIL/SECL.                   | : | 05 marks |
| 5. General Awareness                               | : | 05 marks |

**Proficiency / Skill Test :**

- a. Shorthand dictation (80 WPM) with 10% allowable mistakes. - **30 Marks**

0% mistakes - 30 marks

More than 10% mistakes disqualified. The range of mistakes will be 0% to 10% and equal marks may be reduced accordingly as per the increase of mistakes up to 10%.

- b. Typing test (40 WPM) – **20 marks**

0% mistakes – 20 marks

More than 10% mistakes disqualified. The range of mistakes will be 0% to 10% and equal marks may be reduced accordingly as per the increase of mistakes up to 10%.

- c. Qualification **10 marks**

Matriculate: 5 Marks

Intermediate (10+2) : 6 Marks

Graduation: 8 Marks

Post Graduation & above: 10 Marks

  
20/3/24