

## National Institute of Open Schooling NOIDA

### 1. Scheme of Examination for the Post of Stenographer to be filled on direct recruitment

<b>Written Test</b>	i) Paper-I Objective Type Test	2 hours duration	100 marks
	ii) Descriptive Type Test	3 hours duration	100 marks
<b>Skill Test</b>	----	1 hour for English & 1 hour 15 minutes for Hindi	Skill test shall be qualifying in nature and no additional credits for the same shall be allocated
		<b>Total</b>	<b>200 marks</b>

### 2. Written Test

#### 2.1 Paper-I Objective Type Test

##### Scheme of the Examination:

Section	Subject	No. of questions (01 Marks each)	Marks	Time Duration	Minimum Qualifying marks
A	General awareness	25	25	2 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
B	Reasoning ability	25	25		
C	Mathematical ability	25	25		
D	Test of Language English or Hindi	25	25		
<b>TOTAL</b>		<b>100</b>	<b>100</b>		

\* Time Duration for PWD categories will be as per Government of India's Rules

## 2.2 Paper-II Descriptive Type Test

### Scheme of the Examination:

Subject	No. of Question	MARKS	Duration	Minimum Qualifying marks
Descriptive Type	10-15	100	3 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
<b>TOTAL</b>	10-15	<b>100</b>		

\* Time Duration for PWD categories will be as per Government of India's Rules

## 3. Skill Test

SUBJECT	MARKS	Duration	Minimum Qualifying marks
Speed in Shorthand in English/Hindi @80 w.p.m. with computer speed of 8000 key depression per hour.	---	1 hour for English & 1 hour 15 minutes for Hindi	Skill test shall be qualifying in nature and no additional credits for the same shall be allocated

## 4. Indicative Syllabus for the Written Test

### 4.1 Paper-I Objective Type Test

**4.1.1 Section A:- General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the Society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries. Especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc.

**4.1.2 Section B:- Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualizations, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

**4.1.3 Section C:- Mathematical ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

**4.1.4 Section D:- Test of Language English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

#### **4.2 Paper-II Descriptive Type Test**

The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

<b>Topic</b>	<b>Marks allocated</b>
Basic knowledge of the Constitution of India and working of its political system	10 marks
Basic Knowledge about School Education, Examination Board and its Administrations etc.	15 marks
Knowledge and application of Office Procedures, Rules & Regulations	15 marks
English/Hindi with special reference to skill in noting drafting	20 marks
Situation Test essay, where the candidates reaction would be sought on a given situation test case	20 marks
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	20 marks
<b>Total</b>	<b>100 marks</b>

#### **5. General Instructions**

- 5.1** The question paper would be bilingual (English and Hindi) (except English paper) and the applicant will have the option to respond in either of the languages. However, the same medium of languages must be used throughout.
- 5.2** The questions in the written test will be of the level of Senior Secondary (+2), which is defined as the minimum eligibility for the respective post.
- 5.3** Answer Scripts of Paper-II (Descriptive test) of candidates would be evaluated only, if the candidate qualified in Paper-I (Objective test)
- 5.4** There shall be negative marking for wrong answers in Paper-I to the tune of 1/4<sup>th</sup> of marks allocated per question.
- 5.5** Those who qualify in the written test (both paper-I & paper-II separately) will be

eligible to take the Skill Test.

- 5.6** The skill test shall be a qualifying in nature and no additional credits for the same shall be allocated.
- 5.7** Merits shall be drawn only for candidates who qualify Paper-I, Paper-II and Skill Test separately.
- 5.8** Final merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
- 5.9** In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
- i. Marks obtained in 12th examination.
  - ii. Marks obtained in the 10th exam.
  - iii. Candidates senior in age will be given preference.
  - iv. In case all the options above are exhausted, it will be decided by referring to the alphabetical order of the names taking first name into consideration.
- 5.10** Written Examination will be conducted at 5 (five) cities viz. New Delhi/Delhi/NCR, Pune, Chennai, Kolkatta, Guwahati. However, NIOS may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without issuing any reason thereof.