

- iii. Applicants must satisfy about their eligibility as on **date of advertisement** [91] before applying. The NCTE will take up verification of eligibility conditions with reference to original documents only after the candidates have qualified for skill test/interview.
- iv. The OBC candidates who belongs to Creamy Layer are not entitled for concession admissible to OBC Category and such Candidates have to indicate their category as UR. Only those Categories which are applicable for appointment under Central Government will be considered.

For groups 'B' and 'C' posts, Ex-servicemen who has put in not less than six months continuous service in Armed Forces (Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years he/she shall be deemed to satisfy the condition regarding age limit.

Ex-servicemen who have already secured employment in civil side under Central Government/State Government in Group 'C' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for the benefit of reservation and fee concession. However, if an ex-serviceman applies for various vacancies before joining any civil employment, he/she can avail of the benefit of reservation as ex-serviceman for subsequent employment, if he/she immediately, after joining civil employment, gives self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment as mentioned in the OM No. 36034/1/2014Estt(Res) dated 14.08.2014 issued by DoPT.[92]

7. SCHEME OF EXAMINATION

On the basis of number of applications received for the post of Assistant, Stenographer Grade 'C', Stenographer 'D', Lower Division Clerk & Data Entry Operator (DEO), the mode of Recruitment would be decided by the Competent Authority, NCTE. In case, number of candidates is less, the NCTE will select suitable persons after short listing of candidates as per the criteria decided by the NCTE.

The scheme & syllabus of examination with number of questions and duration of paper for other posts is as under:

I. ASSISTANT

(Scheme & Syllabus for Direct Recruitment)

Test Duration	90 Minutes (1.5 Hrs.)	
Total Questions	100 Objective type multiple choice questions	
Total Marks	200 Marks	
Section Name (Nature of Questions)	Marks per question	No. of questions
Part-I : General Intelligence and Reasoning	02 mark per question	25 questions
Part-II: General Awareness	02 mark per question	25 questions
Part-III: Quantitative Aptitude	02 mark per question	25 questions
Part-IV: English Comprehension	02 mark per question	25 questions

Skill Test

Computer Proficiency Test	100 marks	Qualifying in nature.
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MS word, MS Excel, MS Access, MS Power Point, and Internet.		
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* There will be no interview for the post of Assistant

II. **STENOGRAPHER GRADE 'C'**

(Scheme & Syllabus for Direct Recruitment)

Test Duration	90 Minutes (1.5 Hrs.)
Total Questions	100 Objective type multiple choice questions
Total Marks	100 Marks

Section name (Nature of Questions)	Marks per question	No. of questions
Part-I : Language Proficiency Test	01 mark per question	15 questions
• Hindi	01 mark per question	15 questions
• English		
Part-II: Mental Ability/ Reasoning/ Arithmetic	01 mark per question	30 questions
Part-III: General Awareness & Current Affairs	01 mark per question	20 questions
Part-IV: Knowledge of Computer	01 mark per question	20 questions

Skill Test

Shorthand Test Shorthand Speed 100 w.p.m. English / Hindi	50 marks	Qualifying in nature.
Typing Test Typing Test only on computer Net typing speed, English – 40 w.p.m. or Hindi – 35 w.p.m.	50 marks	
Computer Proficiency Test MS word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	

Note:

1. The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test.
2. There will be no interview for the post of Stenographer Grade 'C'.

III. **STENOGRAPHER GRADE 'D'**

(Scheme & Syllabus for Direct Recruitment)

Test Duration	90 Minutes (1.5 Hrs.)
Total Questions	100 Objective type multiple choice questions
Total Marks	100 Marks

Section name (Nature of Questions)	Marks per question	No. of questions
Part-I : Language Proficiency Test <ul style="list-style-type: none">HindiEnglish	01 mark per question 01 mark per question	15 questions 15 questions
Part-II: Mental Ability/ Reasoning/ Arithmetic	01 mark per question	30 questions
Part-III: General Awareness & Current Affairs	01 mark per question	20 questions
Part-IV: Knowledge of Computer	01 mark per question	20 questions

Skill Test

Shorthand Test Shorthand Speed 80 w.p.m. English / Hindi	50 marks	Qualifying in nature.
Typing Test Typing Test only on computer Net typing speed, English – 35 w.p.m. or Hindi – 30 w.p.m.	50 marks	
Computer Proficiency Test MS word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	

Note :

- The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test.
- There will be no interview for the post of Stenographer Grade 'D'.

IV. DATA ENTRY OPERATOR

(Scheme & Syllabus for Direct Recruitment)

Test Duration	90 Minutes (1.5 Hrs.)
Total Questions	100 Objective type multiple choice questions
Total Marks	200 Marks

Section Name (Nature of Questions)	Marks per question	No. of questions
Part-I: English Language (Basic Knowledge)	02 mark per question	25 questions
Part-II: General Intelligence/ Reasoning	02 mark per question	25 questions
Part-III: Quantitative Aptitude (Basic Arithmetic Skill)	02 mark per question	25 questions
Part-IV: General Awareness	02 mark per question	25 questions

Skill Test

Typing Test Typing Test only on computer Net typing speed, English – 35 w.p.m. or Hindi – 30 w.p.m.	50 marks	Qualifying in nature.
Computer Proficiency Test MS word, MS Excel, MS Access, MS Power Point, and Internet.	100 marks	

Note :

- The candidates are required to qualify typing test and secure minimum 40% marks in Computer Proficiency Test.
- There will be no interview for the post of Data Entry Operator (DEO).

V. LOWER DIVISION CLERK

(Scheme & Syllabus for Direct Recruitment)

Test Duration	90 Minutes (1.5 Hrs.)
Total Questions	100 Objective type multiple choice questions
Total Marks	100 Marks

Section name (Nature of Questions)	Marks per question	No. of questions
Part-I : Language Proficiency Test • Hindi • English	01 mark per question 01 mark per question	10 questions 10 questions
Part-II: Mental Ability/ Reasoning	01 mark per question	20 questions
Part-III: General Awareness & Current Affairs	01 mark per question	20 questions
Part-IV :Arithmetic Ability	01 mark per question	20 questions
Part-V:Knowledge of Computer	01 mark per question	20 questions

Skill Test

Typing Test Typing Test only on computer Net typing speed, English – 35 w.p.m. or Hindi – 30 w.p.m.	50 marks	Qualifying in nature.
Computer Proficiency Test MS word, MS Excel, MS Access, MS Power Point, a nd Internet.	100 marks	

Note :

- The candidates are required to qualify typing test and secure minimum 40% marks in Computer Proficiency Test.
- There will be no interview for the post of LDC.

There will be No Negative Marking in the online exam for all posts.

NCTE STENOGRAPHER SYLLABUS 2020: SUBJECT WISE

Reasoning

- Number Series.
- Letter and Symbol Series.
- Data Interpretation.
- Analytical Reasoning.
- Statement and Argument.
- Logical Deduction.
- Verbal Classification.
- Cause and Effect.
- Logical Reasoning.
- Analogy
- Series test
- Essential Part
- Verbal Reasoning.
- Artificial Language.
- Matching Definitions.
- Making Judgments.
- Logical Problems.
- Data Sufficiency.
- Non-Verbal Reasoning.
- Statement and Conclusion
- Theme Detection.
- Miscellaneous Test
- Odd figure Out

Quantitative Aptitude

- Pipes and Cisterns.
- Problems on L.C.M and H.C.F.
- Compound Interest.
- Problems on Trains.
- Numbers and Ages.
- Volume and Surface Area,
- Time and Distance.
- Decimals and Fractions.
- Relationships between Numbers.
- Races and Games.
- Quadratic Equations.
- Ratio and Proportion.
- Odd Man Out.
- Mixture and allegation Stocks and shares,
- Computation of Whole Numbers.
- Square Roots.

- Mixture and Allegations.
- Partnership Business.
- Numbers and Ages.
- Problems on L.C.M and H.C.F.
- Problems on Trains.
- Problems on Numbers.
- Odd Man Out.
- Simplification and Approximation
- Races and Games.
- Compound Interest.
- Mixtures and Allegations.
- Permutations and Combinations.
- Bar & Graphs,
- Line charts, Tables
- Simple Interest.
- Time and Work Partnership.
- Profit and Loss.
- Indices and Surds.
- Simple Equations.
- Boats and Streams.
- Boats and Streams.

English

- Error Correction (Underlined Part)
- Transformation
- Passage Completion.
- prepositions
- Spotting Errors.
- Antonyms
- Data Interpretation.
- Sentence Improvement.
- synonyms
- Theme Detection
- Idioms and Phrases.
- Sentence Arrangement
- Homonyms
- Spelling Test
- Sentence Arrangement
- substitution
- Spelling Test.
- Sentence Completion.
- Joining Sentences.

General Knowledge & Current Affairs

- Indian History.
- Famous Books & Authors.
- Indian Politics.
- General Science.
- Famous Places in India.
- Rivers, Lakes, and Seas.
- Indian Economy.
- Countries and Capitals.
- Famous Days & Dates.
- Indian Parliament.
- Environmental Issues.
- Inventions and Discoveries.

General Hindi

- Phrases
- Translation of Sentences Etc
- Antonyms
- Fill in the Blanks
- Grammar
- Synonyms
- Comprehension
- Plural Forms
- Vocabulary
- Error Detection

Computer Knowledge

- Hardware
- The Internet (Concept, History, working environment, Application).
- MS Windows & MS Office
- Software
- Security Tools, Virus, Hacker
- Communication (Basic Introduction)
- History of Computers