

**SYLLABUS FOR DIRECT RECRUITMENT OF SR. INSTRUCTOR (STENOGRAPHY), GROUP-'C',  
NON-GAZETTED UNDER THE DEPARTMENT OF INDUSTRIES AND COMMERCE, GOVT. OF TRIPURA**

The Examination will comprise of Three successive stages viz. (i) Written Examination (Multiple Choice Type Test) carrying 100 marks (ii) Shorthand Writing & Transcription (using computer) of 35 marks & Type Writing (Using Computer) of 35 marks (iii) An Interview cum Personality Test carrying 30 marks.

**(A) Scheme of the Written Examination:** The Written Examination will consist of one paper viz. a paper on "General knowledge & Current Affairs" and "Trade Aptitude". The paper will be of an Objective Type consisting of 100 Multiple- Choice Question. The paper will carry 100 marks and will be of Two (2) hours duration. The paper consist of Two Parts, namely 1) Part-I General knowledge & Current Affairs (30 questions of 01 marks each) ii) Part-II "Trade Aptitude" (70 questions of 01 marks each). There will be Negative marks for MCQ. For each question for which a wrong answer has been given by the candidate, **one-fourth** of the marks assigned to that question will be deducted as penalty.

**(B) Details Syllabus for the Written Examination:**

**PART-I: GENERAL KNOWLEDGE & CURRENT AFFAIRS**

**General knowledge :** Question will include knowledge of Indian History , Geography & Constitution of India of such a nature which the candidate shall able to answer without any special study. Question on Tripura and North Eastern States, its historian Topography will also be included.

**Knowledge of Current Affairs :-** Question will include the knowledge of current events of Local, National & International important and of such matters of everyday observation and experiences in their scientific aspect as may be expected of an educated person who has not made a special study of any scientific subjects.

**PART-II: TRADE APTITUDE**

**1. English Textual Grammar & Composition:-** English Composition will cover Synonyms, Antonyms, Use of Common Phrase & Idioms, Use of appropriate Preposition & Articles, Spotting Errors etc. Transformation of sentences i.e Change of voice, Change of Narration, Change of kind of sentence and Change of Degrees of comparison. Comprehension of a given passage.

**2. Basic Knowledge on Stenography:** Introduction and Basic Knowledge Consonants, Joining of Strokes, Vowels, Intervening Vowels, Position of Outlines, Grammalogues, Punctuation Marks, Diphthongs & Triphones Circles- Small/ Large, Loops-Small & Large, Initial Hooks of "R" & "L" Alternative Forms ,Use of Circles and Loops to Initial Hooks, Final Hooks of "N" & "F/V", Use of Circles and Loops to Final Hooks, Hook of 'Shun', 'H' ( Aspirate), Use of Alternative Forms of 'R', Use of Upward/Downward 'L', Use of Upward/Downward 'SH', Compound Consonants, Indication of Vowels, Halving of Strokes, Doubling of Strokes, Use of Diphones, Use of Initial & Medial Semi-Circles, Use of Prefixes, Use of Suffixes Etc., Contractions, Representation of Common Figures, Vocalisation of Essential Vowels, Phraseography, Interaction, Note Taking

**3. Fundamentals of Computer application:** Introduction to Computers: Generation of computers, Characteristic and classifications of computers. Components of Computer: CPU, Various I/O Devices, Memory & its types , (Memory Hierarchy, Storage Media), Computer Software and their types, Operating System.

**(C) Scheme of Shorthand Dictation & Typing Test:** A limited no. of candidates, maximum 10(ten) times of total posts (in category wise) will be selected merit wise for Shorthand Transcription & Type Writing Test on the basis of the result of the Written Examination, subject to securing minimum qualifying marks (50% for UR candidates, 45% for Scheduled Castes candidates and 40% for Scheduled Tribes category candidates) or otherwise as fixed by the Departmental Selection Committee. The Shorthand Transcription and Typing Tests will be of 35 marks each. Minimum qualifying marks for Shorthand Test and Typing Test will be 14 marks each or otherwise as fixed by the Departmental Selection Committee. If a candidate remains absent in the Type Writing & Shorthand Writing & Transcription his/her candidature will be treated as cancelled. The Shorthand Transcription and Typing writing Test will be taken on Computer. If the candidate fails in Shorthand and Typing Test, he/she will not be eligible to appear for Personality Test.

- a) **Dictation of two passages in English containing 400 words for transcription to ascertain in the speed in Shorthand [Duration 05 minutes for dictation and 25 minutes for transcription]**
- b) **A passage in English containing 400 words for typing ascertain the speed in typing [Duration:10 minutes]**

**(D) Interview cum Personality Test:** The candidates who will be found qualified in the Type Writing & Shorthand Transcription will be called to appear in the Personality Test. The total marks for the Personality Test will be 30. If a candidate remains absent in the personality Test, his/her candidature will be treated as cancelled. Final Merit List will be prepared on the basis of the total marks obtained in the Written Examination plus the marks obtained in the Type Writing & Shorthand Writing & Transcription Test and marks obtained in the Personality Test.

**Signature of the Committee Members**