

## SCHEME & SYLLABUS OF EXAMINATION

- **For the post of Scheduled 'A' English Stenographer (Basic Grade) :-**

### **(A) Scheme of Examination:**

The Examination will comprise of the following three Papers:-

**Paper : I : General English : 100 Marks**

**Paper : II : Dictation and Transcription : 400 Marks and**

**Paper : III : Typing : 100 Marks**

Provided that the candidates who will secure qualifying marks as determined by the West Bengal Staff Selection Commission from time to time, in Paper – I, shall be eligible to appear in the examination of Paper – II and Paper – III.

### **(B) Syllabus of Examination:**

#### **Paper : I : General English :**

This paper shall consist of spelling of words, correct use of words, correction of sentences, use of common phrases, synonyms and antonyms, and punctuations.

The time limit for this paper shall be one and half hours.

#### **Paper : II: Dictation and Transcription:**

This paper shall consist of Dictation lasting for six minutes followed by transcription of shorthand notes in typewriters in one hour time. The dictation shall be given throughout at a uniform speed of 80 words per minute. The number of errors admissible shall be fixed by the West Bengal Staff Selection Commission.

#### **Paper : III: Typing:**

The candidates are required to type from a manuscript accurately on the typewriter at the rate of not less than 30 words per minute. The time limit for this paper shall be 10 minutes. The number of errors admissible shall be fixed by the West Bengal Staff Selection Commission.

- **For the post of Librarian:-**

Detailed scheme and syllabus of examination will be decided by the Commission depending on the number of applications received for the post and the same will be published in Commission's website in the month of **September, 2015**.