



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
प्रयागराज-211004 (भारत)  
Motilal Nehru National Institute of Technology Allahabad  
Prayagraj - 211 004 (India)

**Recruitment for Non-Teaching Positions in Staff Cadre**

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**Selection Process for Recruitment of Stenographer**

Selection Process for the post of **Stenographer** will consist of three stages as detailed below:

- (a) **Stage-I** : Multiple Choice Based Screening Test [For screening of candidates for Stage-II (Skill Test)]  
(b) **Stage-II** : Skill Test [Qualifying in nature. Only for those who are successful after the Stage-I (Screening Test)].  
(c) **Stage-III** : Multiple Choice Based Main Test [Only for those who qualify the Stage-II (Skill Test)].

**Syllabus and Scheme of Examination**

**(a) Stage-I [Multiple Choice Based Screening Test]**

- Screening Test will be of 90 Minutes duration comprising of 75 Questions.
- Each correct answer will be awarded One [1] marks and for each wrong answer One-fourth [1/4] marks will be deducted.
- Syllabus:
  - General English and General Hindi
  - Quantitative Aptitude
  - Reasoning
  - General Knowledge & Current Affairs
  - Application of Computer Software like MS-Word, Excel, Power Point, Tally etc. in day-to-day office work.
  - Internet, e-mail and various online tools used in day-to-day office work.
  - Questions on Stenography.
- Qualifying Marks and Maximum number of candidates for next Stage:
  - Minimum Qualifying Marks: [UR:30%; EWS:27%; OBC:27%; SC:20%; ST:20%; PwD:15%].
  - Further, number of candidates for subsequent stages of selection process will be restricted to Fifteen [15] times the number of posts in each category.

**(b) Stage-II [Skill Test]**

- Skill Test in Stenography will be of 45 minutes duration for English or 60 minutes duration for Hindi.
- Only those who are screened in after the Screening Test [Stage-I], will be allowed to appear in the Skill Test.
- Minimum Qualifying Marks: [UR:40%; EWS:36%; OBC:36%; SC:30%; ST:30%; PwD:20%].
- Syllabus:
  - Stenography Test. The candidates will be given one dictation for 10 minutes in either English or Hindi to access the minimum speed in short hand of 80 w.p.m.. The matter will have to be transcribed on computer.

**(c) Stage-III [Multiple Choice Based Main Test]**

- Main Test will be of 2 Hrs duration comprising of 100 Questions.
- Only those who are screened in after the Screening Test [Stage-I] and qualify the Skill Test [Stage-II], will be allowed to appear in the Multiple Choice Based Main Test [Stage-III].
- Each correct answer will be awarded One [1] marks and for each wrong answer One-fourth [1/4] marks will be deducted.



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➤ Syllabus:

- General English and General Hindi
- Quantitative Aptitude
- Reasoning
- General Knowledge & Current Affairs
- Application of Computer Software like MS-Word, Excel, Power Point, Tally etc. used in day-to-day office work.
- Internet, e-mail and various online tools used in day-to-day office work.
- Questions on Stenography.

### Final Selection

Final Merit shall be prepared as follows:

**Final Merit = Stage-I [30% weightage] + Stage-III [70% weightage].**

**Note:** Any guidelines/instructions received from Ministry of HRD till the date of completion of Selection Process may be made applicable.