Stenographer – Grade

Here is the **detailed syllabus** for the **SSC Stenographer Grade C and Grade D** exam:

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1. SSC Stenographer Paper 1 Syllabus (Computer-Based Test)

General Intelligence and Reasoning

- **Analogies**: Verbal and non-verbal analogies, letter and number analogies.
- **Coding-Decoding**: Letter and number codes, number series.
- **Blood Relations**: Family tree, relationships.
- **Direction Sense**: Directional distance problems, clockwise and anti-clockwise.
- **Puzzles**: Seating arrangement, Venn diagrams, blood relation puzzles, etc.
- **Classification**: Odd one out, figure-based classification.
- **Series**: Number series, alphabet series, etc.
- **Non-Verbal Reasoning**: Mirror and water images, figure rotation, and completion of patterns.

General Awareness

- **Current Affairs**: National and international events, sports, awards, important personalities.
- **Geography**: Physical geography of India and the world.
- **History**: Ancient, Medieval, and Modern history of India.
- **Polity**: Indian Constitution, political parties, government structure.
- **Economy**: Basic concepts, monetary and fiscal policies, economic planning.
- **Science**: Physics, chemistry, biology, basic scientific terms and inventions.
- **Environment**: Pollution, climate change, conservation, and environmental awareness.
- **Sports**: Major sports events, awards, and players.

- **Books & Authors**: Famous books and their authors.

English Language and Comprehension

- **Vocabulary**: Synonyms, antonyms, and spelling correction.
- **Grammar**: Sentence correction, tenses, parts of speech, subject-verb agreement.
- **Comprehension**: Passage reading and answering related questions.
- **Sentence Rearrangement**: Jumbled sentences.
- **Sentence Completion**: Completing sentences with correct words or phrases.
- **Error Detection**: Identifying grammatical and syntactical errors in sentences.
- **Fill in the blanks**: Prepositions, articles, conjunctions.

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2. SSC Stenographer Paper 2 Syllabus (Skill Test)

The **Skill Test** is the stenography test, where candidates are required to transcribe the dictated passage into text.

- **Grade C (Stenographer)**:
  - **Speed**: 100 words per minute (wpm) in English or 80 wpm in Hindi.
  - **Time**: The dictation will last for 10 minutes.
  - **Transcription Time**:
    - **English**: 40 minutes.
    - **Hindi**: 55 minutes.
- **Grade D (Stenographer)**:
  - **Speed**: 80 wpm in English or 50 wpm in Hindi.
  - **Time**: The dictation will last for 10 minutes.
  - **Transcription Time**:
    - **English**: 50 minutes.
    - **Hindi**: 65 minutes.

Summary of Important Sections for SSC Stenographer

1. **General Intelligence & Reasoning**:
    o Logical reasoning, puzzles, analogies, series, direction sense, coding-decoding.
2. **General Awareness**:
    o Current affairs, general science, geography, history, polity, economy, environment, sports.
3. **English Language & Comprehension**:
    o Vocabulary, grammar, sentence structure, error detection, comprehension, sentence completion.
4. **Skill Test (Paper 2)**:
    o Shorthand dictation in English/Hindi, with transcription time.
    o Speed requirements for Grade C and Grade D stenographers.