

3. Eligibility:

Category of Post	Essential Qualification & Eligibility Conditions
Stenographer Grade I	Graduate with computer knowledge and diploma in Shorthand having preferable speed of 120 w.p.m and computer typing speed of preferably 40 w.p.m. Diploma in Stenography should be from an institution recognized by NCVT (National Council for Vocational Training, Ministry of Skill Development and Entrepreneurship).
Stenographer Grade II	Graduate with computer knowledge and diploma in shorthand having preferable speed of 100 w.p.m and computer typing speed of preferably 40 w.p.m. Diploma in Stenography should be from an institution recognized by NCVT (National Council for Vocational Training, Ministry of Skill Development and Entrepreneurship).
Attender	Minimum 8 th standard pass but shall not be a graduate.

N.B. For the post of Stenographer Grade-I and Stenographer Grade-II the candidates must possess working knowledge in the official language of the State of Assam i.e Assamese.

4. Selection process:

For Stenographer Grade I

Stage(s)	Description	
Stage I	Stenography Test (Dictation and transcription)	90 marks
	Voice test before dictation	2 minutes
	Speed test in shorthand at a speed of 120 words per minute (total 840 words)	7 minutes
	Time to be given to the candidates for testing the computer	3 minutes
	Time for transcription of the dictated portion in computer	20 Minutes
Stage II	Written Examination (Descriptive Type)	100 Marks
	Candidates equal to 10 (ten) times the number of vacancies (1:10) in order of merit in the Stenography test will be called for the written examination.	
	Written Examination of 2 hours duration on English language proficiency (100 marks) on the touchstone of Composition, Essay and Grammar.	

	The written examination will be of qualifying nature and marks obtained therein will not be considered while preparing the final select list.
The Gauhati High Court reserves the right to fix the cut off mark for the stenography test and the written examination.	
	Interview/Viva-Voce (30 marks)
Stage III	Candidates equal to 3 times of the number of vacancies (1:3) in order of merit in the Stenography test will be called for viva-voce subject to qualify in the written examination. The candidates shall have to secure a minimum of 60% marks in the Viva Voce in order to be selected in the merit list.
The final selection will be made on the basis of marks obtained in Stage I and Stage III i.e. Stenography test and Interview/Viva-Voce only.	
Note: In case of candidates obtaining equal total marks, one who obtains more marks in the Stenography test will be given preference. Where marks obtained by such candidates in the Stenography test are also same, the candidate who is senior in age will be given preference.	

For Stenographer Grade II

Stage(s)	Description	
Stage I	Stenography Test (Dictation and transcription)	90 marks
	Voice test before dictation	2 minutes
	Speed test in shorthand at a speed of 100 words per minute (total 700 words)	7 minutes
	Time to be given to the candidates for testing the computer	3 minutes
	Time for transcription of the dictated portion in computer	25 Minutes
Stage II	Written Examination (Descriptive Type)	100 Marks
	Candidates equal to 10 (ten) times the number of vacancies (1:10) in order of merit in the Stenography test will be called for the written examination.	
	Written Examination of 2 hours duration on English language proficiency (100 marks) on the touchstone of Composition, Essay and Grammar.	
	The written examination will be of qualifying nature and marks obtained therein will not be considered while preparing the final select list.	

The Gauhati High Court reserves the right to fix the cut off mark for the stenography test and the written examination.

	Interview/Viva-Voce (30 marks)
Stage III	Candidates equal to 3 times of the number of vacancies (1:3) in order of merit in the Stenography test will be called for viva-voce subject to qualify in the written examination. The candidates shall have to secure a minimum of 60% marks in the Viva Voce in order to be selected in the merit list.

The final selection will be made on the basis of marks obtained in Stage I and Stage III i.e Stenography test and Interview/Viva-Voce only. The candidates must possess working knowledge in the official language of the State of Assam i.e Assamese.

Note: In case of candidates obtaining equal total marks, one who obtains more marks in the Stenography test will be given preference. Where marks obtained by such candidates in the Stenography test are also same, the candidate who is senior in age will be given preference.

For Attender

Stage(s)	Description	Marks
Stage I	Written Test (Objective Type Multiple Choices) of 1 ½ hour (Ninety Minutes) duration.	
	General English, General Knowledge and General Aptitude.	50
	Official Language of Assam (Assamese), which will be qualifying in nature. Qualifying marks shall be 40% of 20 i.e. 8. Marks obtained in the Assamese language segment will not be considered in preparing the merit list.	20
Stage II	Interview/Viva Voce	
	Candidates in the ratio of 1:3, in order of merit in the written test will be called for the Interview/Viva voce. The candidates shall have to secure a minimum of 60% marks in the Viva Voce in order to be selected in the merit list.	15

Final Select list will be prepared based on the total marks obtained in Stage I and Stage II i.e written test and Interview/Viva Voce.

The Gauhati High Court reserves the right to fix cut off marks, if any, for the written test.

Note: In case of candidates obtaining equal total marks, one who obtains more marks in the written test will be given preference. Where marks obtained by such candidates in the written test are also same, the candidate who is senior in age will be given preference.