



**राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड**  
**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND**  
(An Institute of National Importance under Ministry of Education, Govt. of India)  
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Ref: No. NIT-N/RECT-NT/2023/12-02-A

Date: 29/12/2023.

**Written Examination for the Post of Stenographer**

**Ref: Advt. No. Advt. No. NIT-N/RECT-NT/2023/10-02 dtd. 25/10/2023**

1. In addition to the conditions stipulated as a part of general information those were already provided in the Advertisement of the Institute as above, the following conditions shall also be adhered which may kindly be noted by all concerned.
2. Personal Interviews will not be conducted for the post of **Stenographer** in accordance with the communication vide Ref. F.No.35 - 4/2016-TS.III dtd. 11/ 12/ 2019 of Ministry of Education under the extant rules.
3. On the date specified for Written Examination, the candidates have to appear in the written examination first followed by a Stenography test.
4. The written examination consists of two parts as detailed below:
  - (i) Theory Examination of 3 hours duration for 100 marks. The paper contains Questions of MCQs, Match-the-following, Fill-in-the-blanks, Questions having One word Answers and True or false questions, Short Descriptive type and questions on Letter/ short essay/ noting & drafting/ paragraph & Official Correspondence, Basic Accountancy and Precis writing and Comprehension.
  - (ii) Computer Based Examination using computer in Word Processing and Spread Sheet with advance Skills for 1 hour duration for 50 marks (25 marks for the Word Processing and 25 marks for the Spread Sheet Work).
  - (iii) No negative marks will be given for attempting wrong answers while answering the question paper containing MCQs.
  - (iv) The Written Examination pattern, syllabus and the test modalities for the above said Posts of Stenographer shall be as under:
  - (v) **Computer Based Examination:**

**Syllabus for Computer Based Examination:**

S. No.	Areas	Syllabus For Computer Based Examination
1	Computer operations	Operation of PCs and the associated devices and gadgets for performing office work.
2	Word Processing	Using Microsoft Word for the preparation of scientific manuscripts with tables, figures and equations – Advance skills
3	Spread Sheet	Using Microsoft Excel Spread Sheet for the preparation and analysis of Scientific data, Accounts application, Academic / Examination Section

		Applications; using of formulae and performing basic mathematical operations, sorting of data, etc., – Advance level
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**The passing marks for the Computer Based Examination (i.e., Word Processing and Spread Sheet) is 50% in aggregate. Passing in the Computer Based Examination is compulsory**

**(vi) Theory (written) Examination:**

**Syllabus for the Theory (written) Examination:**

**General studies and current affairs:** General Knowledge about India, North East and Nagaland; Current events of national and international importance; General issues on Environmental Ecology, Bio-diversity and Climate Change; Five Year Plans in India; Science & Technology in India.

**English Language:** English usage and grammar, Vocabulary and synonyms/ antonyms and Letter/ short essay/ noting & drafting and Precis writing and Comprehension at Senior Secondary (10 + 2) level.

**Computer awareness:** Basic knowledge of Computer Applications, MS Word, MS Excel, Power Point etc. Internet, MS-DOS, Windows

**Qualitative aptitude:** Areas and Volume; Averages; Heights and distances; L.C.M and H.C.F; Percentage; Points, lines and angles; Ratio and Proportions; Speed, Distance and Time; Time and Work. History, Geography, Accountancy, Economics and Science at Senior Secondary (10 + 2) level.

**The passing marks for the Theory (written) examination is 60% and passing in the Theory (written) examination is compulsory.**

**5. Stenography Test:**

The Stenography Test for one-hour duration will be arranged after the written examination where dictation of 800 words in English would be given for 10 minutes and the same has to be transcribed in 50 minutes by the candidates in the Institution computer. The percentage of Mistakes (Errors) allowed is 7% (i.e., 56 full mistakes [maximum]). **Passing in the Stenography test is compulsory.** Candidates who passed the Stenography test and Computer Based Examination consisting of Word Processing and Spread Sheet will only be considered for offering appointment on the basis of their performance in the Written (Theory) Examination.

Candidates shall be given dictation on two trial passages each of one minute's duration which need not be transcribed. Thereafter, the actual passage shall be dictated. Time allowed for reading the dictation is 10 minutes. As soon as it is over, the candidates shall return to the transcription room and read their shorthand notes silently for ten minutes. The time for the commencement of the transcription will be announced by the Invigilator/Venue Supervisor as soon as the reading time is over. Thereafter, they will attempt to complete their transcription including comparison, correction etc. within the stipulated time of 50 minutes.

## SCHEME OF VALUATION FOR SHORTHAND TEST ANSWER PAPER:

1. The total Maximum Marks allotted is 150.
2. Out of the total marks of 150, ten marks are allotted for Shorthand performance.
3. Total No. of Mistakes (Errors) = No. of Half Mistakes/2 + No. of Full Mistakes.
4. From the balance of 140 marks, marks should be deducted at the rate of ONE MARK for each full mistake
5. Marks for shorthand performance (subject to a maximum of ten marks) should be added to the marks awarded for transcription.
6. The nature of mistakes with examples and explanations and treatment are given below:

Nature of Mistakes	Explanation/example	Treatment
Addition	Any unwanted addition of one word (except articles) or more words in a place	Full
Articles	Omission of an Article, addition of an article and inter – change of articles (subject to a maximum of six half mistakes for the entire passage)	Half
Capital – Small letters	Improper use of capital and small letters. (Only in the case of proper nouns, this principle should be adopted. In the case of technical terms like “Wash Basin”, “Hot Water Supply”, and “Cold Storage” and terms and expressions like “Annual Meeting”, “Sales Tax”, “State”, “Conference” and “College”, either capital letters or small letters may be used).	Half
Omission	Every omission of a word.	Full
Paragraphing	Omission to split the matter of both the passage and the letter into appropriate paragraphs (in this, what is expected is to split the matter into sensible paras and not necessarily as in the question paper).	Half
Punctuation	Omission of a full stop (other punctuation marks may be ignored) or its insertion in a wrong place (In this, consequent capital letter or small letter mistakes may be ignored)	Half
Singular – Plural	The use of singular for plural and vice versa (in all cases) – subject to a maximum of eight half mistakes for the entire passage	Half
Spelling mistake	Wrong spelling of a word, in all cases (Spelling mistakes may be penalized only once, repetition being ignored). .. Half	Half
Substitution	Every Substitution of a word (e.g.) (1) “Sold” instead of “Purchased” (2) “had sold” instead of “purchased” (Though two words are substituted only one mistake is to be counted). (3) “as” instead of “a” (Though an article is involved, it should also be taken as a full mistake)	Full
Tense	Every tense mistake (e.g.) (1) “did”, “done”, “doing” for “do”, and vice versa. (2) “went”, “gone”, “going” for “go” and vice versa. ..	Half

6. The Stenography Test and Computer Based Tests on Word Processing and Spread Sheet will be of qualifying in nature. The marks scored in these examinations shall not be taken for ranking the candidates for empaneling the candidates in the merit list for offering appointment.
7. The candidates who have passed all the following tests and examinations,
  1. Stenography test.
  2. Computer Based Examination (i.e., Word Processing and Spread Sheet) by scoring minimum of 50% in aggregate.
  3. Theory (Written) Examination by scoring minimum of 60% of marks will only be considered for empanelment.
8. Merit list will be prepared on the basis of the overall performance of candidates in Theory (Written) Examination only subject to the passing of Stenography test and Computer Based Examination by scoring minimum of 50% of marks in Word Processing and minimum 50% of marks in Spread Sheet. The marks scored in the Stenography Test and Computer Based Examination consisting of Word Processing and Spread Sheet will not be taken into consideration for ranking the candidates in the merit list. The minimum marks required for the consideration for appointment is 60% of the total marks scored in the Theory (written) Examination.
9. Resolution of Tie Cases: In the event of tie in scores of candidates in Theory (written) examination, merit will be decided by conducting an additional fresh examination on the respective subject areas of 1 hour duration at Senior Secondary (10 + 2) level.
10. **General Instructions:**
  - a) The list of the shortlisted candidates for appearing the scheduled written test as in para 3 above for the above posts will be uploaded on the Institute website. However, if any candidate whose name has appeared in the said list is unable to receive the intimation of the examination through e-mail or speed post, he/she may appear for the test with the proof of his/ her identity along with copy of the application/ copy of the DD / proof of payment made for making such application against the above advertisement for the said post of Technicians.
  - b) No request for change of venue for the written examination/ date shall be considered under any circumstances.
  - c) The shortlisted candidates are to abide by the Protocol as well as SOP in connection with COVID-19 as adopted by the Government of Nagaland as on date of their travel and appearing for the afore mentioned test in this Institute.
  - d) The candidates needing special assistance, are required to inform the undersigned through e-mail [registrar@nitnagaland.ac.in](mailto:registrar@nitnagaland.ac.in) or over Phone No. 09840778590/09443208298 or Dr. J. Arul Valan, Assistant Professor & OSD (Recruitment), NIT Nagaland through e-mail: [valan@nitnagaland.ac.in](mailto:valan@nitnagaland.ac.in) over Phone No. 09443109434 at least 5 days before the scheduled date of examination so that necessary arrangements can be made.
  - e) Electronic devices of any form shall not be allowed during the Examination. The decision of the Institute Authorities about the nature of such electronic devices are final and binding upon the candidates appearing the test/ examination.

- f) The candidates those are currently serving in the State Government, Central Government, Quasi-Government, Public Sector Undertakings/Units/Enterprises, Autonomous Institutes of State and Central Governments, etc., are required to produce “No Objection Certificate (NOC)” from their Head of the Institution for attending the Written examination/ stenography test in this Institute otherwise they will not be eligible to attend the Skill Test and Written examination.

**Registrar**