



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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No. 83 Dispur, Monday, 20th March, 2017, 29th Phalguna, 1938 (S.E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

SECRETARIAT ADMINISTRATION (ESTT.) DEPARTMENT :: DISPUR

(GAZETTED CELL)

## NOTIFICATION

The 9th March, 2017

No.SAE.73/2016/62.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules further to amend the Assam Stenographers' Service Rules, 1995, hereinafter referred to as the principal Rules, namely :-

- |                               |    |  |
|-------------------------------|----|--|
| Short title and commencement, | 1. | (1) These rules may be called the Assam Stenographers' Service (Amendment) Rules, 2017.  |
|                               |    | (2) They shall come into force on the date of their publication in the Official Gazette.   |
| Amendment of rule 6.          | 2. | In the principal Rules, in rule 6, in sub-rule (1), in clause (d), in sub-clause (ii), for the existing provision the following shall be substituted, namely:-<br><br>“(ii) An Objective Type Written Test and Stenography Proficiency Test shall be conducted by such Agency, Authority, Body or Committee, as may be, entrusted upon by the Appointing Authority for this purpose. After completion of the tests, such Agency, Authority, Body or Committee, as the case may be, shall prepare the select list of successful |

candidates on the basis of the marks obtained by the candidates in the Objective Type Written Test and Stenography Proficiency Test and then submit the same to the Appointing Authority. The list shall contain the names of selected candidates in order of merit equal to the number of vacant posts notified at the time of calling of application for filling up the posts by the Agency, Authority, Body or Committee.”

Amendment  
in Schedule-I.

3. In the principal Rules, in Schedule-I,-
- (i) in part A, in paragraph 1, sub-para (2) shall be deleted;
  - (ii) in part-B, in paragraph (2), sub-para (2) shall be deleted.

Amendment  
in Schedule III.

4. In the principal Rules, in Schedule-III,
- (i) in paragraph 2, in sub-para (1) and (2) for the words “Stenography dictation” and “Composition”, the words, “Objective Type Written Test” and “Stenography Proficiency Test” respectively shall be substituted;
  - (ii) in paragraph 2, after sub-para (2), the following new sub-para (3) shall be inserted, namely:-

“(3) (a) The Objective Type Written Test shall be for 2 hour duration and of total 100 marks and the distribution of subject and marks shall be as follows,-

Subject	Marks
English	40
Computer Theory	40
General Awareness	20

- (b) Minimum qualifying marks in the Objective Type Written Test shall be of 50 marks,
  - (c) The candidates qualifying in the Objective Type Written Test shall be short listed for Stenography Proficiency Test.
  - (d) Against each post four candidates qualified in the Objective Type Written Test shall be called for the Stenography Proficiency Test.”
- (iii) in paragraph 3, for the existing provision, the following shall be substituted, namely:-

“3. (1) The time limit allocated for different stages of Stenography Proficiency Test shall be as follows:-

(A) Special Officer and Stenographer Grade-I:-

Stenography speed	Time for dictation of trial pages	Time for dictation of test passage	Time for revision of test passage by candidate	Time for adjustment of type writers	Time for transcription
180 WPM (E)	2 min	2 min	10 min	5 min	20 min
140 WPM (L)	2 min	2 min	10 min	5 min	30 min
150 WPM (E)	2 min	3 min	10 min	5 min	45 min
120 WPM (L)	2 min	3 min	10 min	5 min	60 min

(B) Stenographer Grade-II and Grade-III :-

Name of Post	Stenography Speed	Time for dictation of test passage	Time for Revision of test passage by candidates	Time for transcription
Stenographer	100 WPM (E)	10 min	10 min	25 min
Grade-II	100 WPM (L)	10 min	10 min	25 min
Stenographer	80 WPM (E)	10 min	10 min	20 min
Grade-III	80 WPM (L)	10 min	10 min	20 min

(iv) in paragraph 5, for the existing provision, the following shall be substituted, namely:-

“5. In the Stenography Proficiency Test the marks shall be awarded in the manner as follows:-

The candidate for Stenographer Grade-II and Stenographer Grade-III shall have to get minimum 925 and 740 transcriptions correct, respectively to qualify the test and 2 marks shall be awarded for each correct transcription beyond the qualifying levels. i.e. if a candidate for Grade-III post has got 740 transcriptions correct, he will be awarded 50 marks in the Stenography Proficiency Test and for the additional each correct transcription he/she shall be added 2 marks.”

- (v) in paragraph 7, for the existing provision the following shall be substituted, namely:-

“The name of the candidates recommended for appointment shall be arranged on the basis of the aggregate marks obtained by the candidates in the Objective Type Written Test and Stenography Proficiency Test. This is to say, if a candidate for Stenographer Grade-III post has got 60 marks in the Objective Type Written Test and got 760 transcriptions correct, his aggregate marks will be 150 (60+50+40) and his rank in the select list shall be determined accordingly. In case of equality of the aggregate marks of two or more candidates, the names of such candidates shall be arranged according to the marks obtained in the transcription passage of the Stenography Proficiency Test”.

**A. HUSSAIN,**

Commissioner & Secretary to the Government of Assam,  
Secretariat Administration Department.