



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 467 দিশপুৰ, মঙ্গলবাৰ, 27 অক্টোবৰ, 2020, 5 কাতি, 1942 (শক)

No. 467 Dispur, Tuesday, 27th October, 2020, 5th Kartika, 1942 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

SECRETARIAT ADMINISTRATION (GAZETTED CELL) DEPARTMENT

## NOTIFICATION

The 27th October, 2020

No. SAE 83/2019/6.- 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, 2020.
- (2) They shall come into force from the date of their publication in the Official Gazette.
- Amendment of rule 5 2. In the principal Rules, in rule 5,-
- (i) for the existing sub-rule (3), the following shall be substituted, namely :-
- “(3) Stenographer Grade-I- by direct recruitment up to 60% in accordance with provision of rule 6, Schedule I and III and by promotion up to 40% in accordance with rule 12 and from the Select List of Stenographer Grade-II who have completed six years of continuous service in the post of Stenographer Grade-II in their respective Office and passed degree examination from a recognized University.”

- (ii) for the existing sub-rule (4), the following shall be substituted, namely :-

“(4) Stenographer Grade-II- by direct recruitment up to 60% in accordance with provision of rule 6, Schedule I and III and by promotion up to 40% in accordance with provision of rule 12 and from the Select List of Stenographer Grade-III who have completed six years of continuous service in the post of Stenographer Grade-III in their respective Office and passed degree examination from a recognized University.”

Amendment of  
rule 12

3. In the principal Rules, in rule 12, for the existing sub-rule (5), the following shall be substituted, namely :-

“(5) The Board, after examination of the documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a Select List equal to the number of vacant posts for each cadre in order of preference found suitable for promotion.”

Amendment of  
rule 13

4. In the principal Rules, in rule 13, for the existing sub-rule (2), the following shall be substituted, namely :-

“(2) There shall be a Selection Board for recommendation of candidates for promotion to the cadre of Senior Special Officer, Special Officer, Stenographer Grade-I and Grade-II with the following members :-

- |       |   |   |                  |
|-------|---|---|------------------|
| (i)   | Chief Secretary, Assam  | : | Chairman         |
| (ii)  | Commissioner and Secretary or Secretary to the Government of Assam, Secretariat Administration Department | : | Member           |
| (iii) | Commissioner and Secretary to the Government of Assam, WPT & BC Department or his nominee                 | : | Member           |
| (iv)  | Senior Special Officer, Secretariat Administration Department   | : | Member           |
| (v)   | Joint Secretary/ Deputy Secretary to the Government of Assam, Secretariat Administration Department.”     | : | Member Secretary |

**Note:** In case of posts other than posts in Assam Secretariat a separate Selection Board shall be constituted by the respective Appointing Authority in consultation with the Government.

- Substitution of Schedule-III 5. In the principal Rules, for the existing Schedule-III, the following shall be substituted, namely :-

**“SCHEDULE-III**

[See rule-6]

**SCHEME OF SELECTION**

- A. The Scheme for selection of candidates for recruitment to the post of Stenographer will comprise of following two parts :-
- (i) Stenographer Proficiency Test;
  - (ii) Objective Type Written Test.
- B. Stenographer Proficiency Test,-
- (1) The time allocated for different stages of Stenography Proficiency Test shall be as follows :-

Name of Post	Stenography Speed	Time for dictation of trial passage	Time for dictation of test passage	Time for Revision of Test passage by candidate	Time for transcription
Stenographer Grade-I	150 WPM (E)	2 min	3 min	10 min	45 min
	120 WPM (L)	2 min	3 min	10 min	60 min
Stenographer Grade-II	100 WPM (E)	2 min	5 min	10 min	60 min
	90 WPM (L)	2 min	5 min	10 min	90 min
Stenographer Grade-III	80 WPM (E)	2 min	5 min	10 min	45 min
	70 WPM (L)	2 min	5 min	10 min	60 min

**Note:** Unless there is anything separately mentioned in this Schedule,-

- (i) ‘Language’ or ‘L’ means Hindi or Assamese or Bengali language;
  - (ii) ‘Stenography’ means taking dictation and preparing type written transcribed copy of the passage;
  - (iii) ‘WPM’ means word per minute speed in taking dictation.
- (2) There will be a trial passage and another test passage selected beforehand.
  - (3) The trial passage will be dictated by the same person who will dictate the test passage so that the candidate can get familiar with his mode of dictation and accents of pronunciation. The trial passage will be dictated twice at the same speed as for the test passage, with an interval of one minute in between.

- (4) For the post of Stenographer Grade-I the candidate shall have to get minimum 414 correct transcribed words against dictation of 3 minutes @ 150 words per minute in respect of English Stenography and 331 correct transcribed words against dictation of 3 minutes @ 120 words per minute in respect of language stenography to qualify the Stenography Test.
  - (5) For the post of Stenographer Grade-II the candidate shall have to get minimum 460 correct transcribed words against dictation of 5 minutes @ 100 words per minute in respect of English Stenography and 414 correct transcribed words against dictation of 5 minutes @ 90 words per minute in respect of Language Stenography to qualify the Stenography Test.
  - (6) For the post of Stenographer Grade-III the candidate shall have to get minimum 368 correct transcribed words against dictation of 5 minutes @ 80 words per minute in respect of English Stenography and 322 correct transcribed words against dictation of 5 minutes @ 70 words per minute in respect of Language Stenography to qualify the Stenography Test.
  - (7) Minimum qualifying marks in the Stenography Proficiency Test shall be 40 marks.
  - (8) For minimum correct transcribed words, the candidate shall be awarded 40 marks in the Stenography Test for the respective grade. For each additional correct transcribed word, another 2 marks shall be awarded in addition to 40 marks.
  - (9) The candidates qualifying in the Stenography Proficiency Test shall be shortlisted for Objective Type Written Test.
  - (10) Against each vacant post four candidates qualified in the Stenography Proficiency Test shall be called for the Objective Type Written Test.
- C. Objective Type Written Test
- (1) The Objective Type Written Test for selection of candidate for recruitment to the post of Stenographer Grade I, II and III shall be of duration of 2 hours and total marks shall be of 100 with the following subject-wise distribution :-
    - (i) English : 50 marks;
    - (ii) Knowledge and ability to operate Computer : 20 marks;

- (iii) General Knowledge : 30 marks (Out of 30 marks, 10 marks shall be on Assam History).
- (2) The names of the candidates recommended for appointment shall be arranged on the basis of the aggregate marks obtained by the candidates in Stenography Proficiency Test and Objective Type Written Test. In case two or more candidates acquire equal aggregate marks, the name of such candidate shall be arranged according to the marks obtained in the Stenography Proficiency Test.”

**M. S. MANIVANNAN,**  
Commissioner & Secretary to the Govt. of Assam,  
Secretariat Administration Department.