PUBLIC SERVICE COMMISSION, WEST BENGAL

ENGLISH STENOGRAPHER (BASIC GRADE) in SCHEDULE A&B RECRUITMENT EXAMINATION, 2025
[Advt. No.-04/2025]

SCHEME AND SYLLABUS

The examination shall consist of the following three papers :-

i) **Paper- I :** **General English : 100 marks.**

Syllabus: Spelling of words, correct use of words, correction of sentences, use of common phrases, synonyms and antonyms and punctuations. The time limit for this paper is 1½ hours (One and half hours).

ii) **Paper- II :** **Dictation and Transcription : 400 marks**.

Dictation lasting for 6 minutes at a uniform speed of 80 words per minute followed by transcription of the Shorthand notes on computer in 1 hour (one hour) time.

iii) **Paper- III :** **Computer Typing : 100 marks.**

Type on computer at the rate not less than 30(thirty) words per minute. Time limit for this paper is 10 (ten) minutes.

N.B. i) Number of errors admissible in Paper-II and Paper-III shall be fixed at the discretion of the Public Service Commission, West Bengal. The Commission shall fix qualifying marks in Paper-I, Paper-II, Paper-III in separate and in the aggregate and shall have discretion to relax such qualifying marks in respect of the candidates belonging to the Schedule Castes, the Schedule Tribes, O.B.C. (Non-creamy layer) other reserved categories such as Person with Benchmark Disabilities in West Bengal or other categories, as may be reserved in future.