

The Tripura Courts Stenographers' Service Rules, 1983

TRIPURA

India

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Rule

THE-TRIPURA-COURTS-STENOGRAPHERS-SERVICE-RULES-1983 of 1983

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The Tripura Courts Stenographers' Service Rules, 1983Published vide Notification No. HC. 5. 99/81/4564/Estt., dated 27th March, 1985 in the Tripura Gazette, Extraordinary, Part 1, No. 133, dated 29-6-1985Last Updated 18th February, 2020Notification No. HC. V. 99/81/4564/Estt., dated 27th March, 1985. - In exercise of the powers conferred by paragraph 28 of the Tripura Courts Order, 1950 and all other enabling powers in this behalf the Gauhati High Court is pleased to make the following rules, namely-

1. Short title and commencement and application.

(1)These rules may be called the Tripura Courts Stenographers' Service Rules, 1983.(2)They shall be deemed to have come into force with effect from the 16th May, 1977.

2. Definitions.

- In these rules, unless the context otherwise requires-(a)"appointing authority" in relation to any post of the service shall mean the District and Sessions Judges within whose respective judgship a member of the service is appointed or promoted or actually serves:(b)"appointed day" means the date on which these rules come into force;(c)"approved service" in relation to any Grade means the period or periods of service in that Grade rendered both in temporary and permanent capacity and includes any period or periods during which a member would have held a duty post in that Grade but for his being on leave;(d)"authorised permanent strength" in relation to any Grade of the Cadre means the strength of permanent posts in that Grade against which substantive appointment may be made;(e)"Cadre" means the group of posts included in the Grades mentioned in Rule 3 in any Judgship of Office specified in the First Schedule;(f)"Cadre Authority" means the Gauhati High

Court;(g)"Cadre Officer" means a member of the service of any Grade and includes a temporary officer to the Grade;(h)"Common Seniority List" in relation to any Grade means the seniority list of officers of that Grade serving in the Cadre as on the appointed day and revised from time to time in accordance with the regulation to be framed in this behalf by the Gauhati High Court;(i)"Departmental Promotion Committee" means a Committee or Committees appointed by Gauhati High Court for preparing Select List of Officers for appointment to the various Grades and shall include the committee or committees appointed for making initial appointment to the Service;(j)"Direct Recruit" means a person recruited to a junior Grade on the basis of a competitive examination held by the District and Sessions Judges according to the procedure prescribed in the Fifth Schedule;(k)"Duty Post" in relation to any Grade means a permanent or temporary post of that Grade in the Cadre;(l)"Grade" means any of the Grades specified in Rule 3;(m)"judgeship" means the administrative jurisdiction of a District and Sessions Judge;(n)"Member of the Service" means a member of the Tripura Courts Stenographers' Service;(o)"Permanent Officer" in relation to a Grade means a person who has been substantively appointed to a substantive vacancy in that Grade;(p)"Probationer" means a direct recruit appointed to Junior Grade on probation in or against a substantive vacancy;(q)"Schedule" means a Schedule appended to these rules;(r)"Service" means the Tripura Courts Stenographers' Service;(s)"Substantive appointment" means appointment made against a permanent post and confirmed in that post;(t)"Temporary Officer" in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment.

3. Constitution of the service.

(1)The service shall consist of the following persons, namely, Stenographers of the District Judges' Courts and Courts subordinate thereto in the State of Tripura.(2)There shall be four Grades in the Service classified as follows:

Grade	Designation	Classification
1. Higher Selection Grade	Private Secretary	Class II Gazetted ministerial
2. Selection Grade	First Personal Assistant	Class II Gazetted ministerial
3. Senior Grade	Personal Assistant	Class III Non-Gazetted ministerial
4. Junior Grade	Stenographer	Class III Non-Gazetted ministerial

(3)The number of posts with designation, classification and scales of pay as specified in the Second Schedule shall constitute the Higher Selection Grade of the Service and those specified in the Third Schedule shall constitute Selection Grade of the service. All posts of personal assistant, shall unless provision is made to the contrary for any specified posts, be from Senior Grade of his Service; and all posts of Stenographers, unless provision is made to the contrary for any specified posts, be from Junior Grade of Service:Provided that the total number of posts in all the grades excluding leave reserve, shall not exceed the total number of civil and criminal courts.(4)The posts in the Higher Selection Grade and the Selection Grade shall be gazetted posts and those in the Senior Grade and Junior Grade shall be non-gazetted posts.(5)A member of the service, irrespective of his grade, may be posted in any court.

4. Constitution of cadre and allocation of posts.

- There shall be one cadre of the service of which the posts may be allocated to each judgeship specified in Column 2 of the First Schedule.

5. Authorised strength of the Service.

(1)The authorised permanent strength of the four grades of the service on the appointed day shall be as specified in the Fourth Schedule.(2)The authorised permanent strength may be revised/reviewed from time to time by the Cadre Authority:Provided that the authorised permanent strength specified in the Fourth Schedule shall not be increased except with the previous approval of the State Government.(3)The Cadre Authority may, with the previous approval of the State Government, make temporary addition to the Cadre as found necessary from time to time.(4)The ratio of the posts in Higher Selection Grade, Selection Grade, Senior Grade and Junior Grade of the Service shall be 1 : 2 : 4: 8 respectively.

6. Initial constitution of the Cadre.

(1)The permanent and temporary officers of each Grade in the Cadre on the appointed day shall be such as may be determined by the Gauhati High Court from amongst departmental candidates. For the purpose of these rules, the following shall be considered as departmental candidates, namely:(a)Persons who, immediately before the appointed day, have been regularly appointed to the post of Stenographers in the scale of pay of Rs. 425-850 and Rs. 325-665 in the District and Sessions Judges' establishment or offices specified in the First Schedule and who are qualified Stenographers;(b)persons who are qualified Stenographers and who, on the appointed day, held any of the posts of Stenographers mentioned in Clause (a) above in a permanent or temporary capacity, whenever they may be employed on that date and such persons holding the posts of Stenographers who may be on deputation in public interest to the posts of Stenographers. Personal Assistant or other similar posts, in whose case it is certified that but for deputation they would have continued to hold the posts of Personal Assistant or Stenographer, as the case may be, in the First Schedule.(2)For the purpose of constitution of each Grade of the service, the following general principles shall be observed, viz.(a)permanent post in Higher Selection Grade of the Service shall be filled by the departmental candidates holding substantive appointment as Stenographer in the scale of pay of Rs. 425-850 immediately before the appointment day, who may be screened for such appointment by the Departmental Promotion Committee on the basis of seniority subject to the rejection of the unfit;(b)temporary posts in the Higher Selection Grade shall be filled by the departmental candidates holding appointment as Stenographer in the scale of pay of Rs. 425-850 before the appointed day, who may be screened for such appointment by the Departmental Promotion Committee on the basis of seniority subject to the rejection of the unfit;(c)departmental candidates who immediately before the appointed day were holding the post of Stenographer in the scale of pay of Rs. 425-850 but are assessed not suitable or eligible for appointment to the Higher Selection Grade by the Departmental Promotion Committee shall be absorbed in the next lower Grade (Selection Grade) if considered suitable to that Grade. Such officers shall be eligible to be considered at the maintenance stage for appointment in an officiating capacity to a temporary post

in the Higher Selection Grade and they shall reckon their seniority on appointment to that Grade according to the order of their selection for such appointment;(d)all posts in the Selection Grade of the Service shall be filled in the following manner:(i)permanent posts in the Selection Grade of the Service shall be filled by departmental candidates holding substantive appointment as Stenographer who have completed 3 (three) years of service in the pay-scale of Rs. 325-665 immediately before the appointed day, who may be screened for such appointment by the Departmental Promotion Committee on the basis of seniority subject to the rejection of the unfit;(ii)temporary posts in the Selection Grade shall be filled by departmental candidates holding appointment as Stenographer who have completed 3 (three) years of service in the pay-scale of Rs. 325-665 immediately before the appointed day, who may be screened for such appointment by the Departmental Promotion Committee on the basis of seniority subject to the rejection of the unfit;(iii)departmental candidates referred to in Clause (c) above;(iv)departmental candidates who immediately before the appointed day were holding appointment as Stenographer and completed 3 (three) years of Service in the pay scale of Rs. 325- 665 and who are assessed as not suitable or eligible for appointment to the Selection Grade by the Departmental Promotion Committee shall be absorbed in the next lower Grade (Senior Grade). Such officers shall be eligible to be considered at the maintenance stage for appointment in an officiating capacity to a temporary post in the Selection Grade and they shall reckon their seniority on appointment to that Grade according to the order of their selection for such appointment;(e)all posts in Senior Grade of the Service shall be filled by-(i)departmental candidates who are declared as suitable for appointment to Selection Grade but are not appointed thereto on account of sufficient number of vacancies not being available to the Grade;(ii)departmental candidates referred to in Clause (d) (iv) above; and(iii)departmental candidates holding appointment as Stenographer in the scale of pay of Rs. 325-665 who have not completed 3 (three) years of service for being considered for the Selection Grade of the Service and who may be screened for such appointment by the Departmental Promotion Committee on the basis of their seniority subject to the rejection of the unfit;(iv)departmental candidates who immediately before the appointed day were holding appointment as Stenographer in the pay-scale of Rs. 325-665 who have not completed 3 (three) years of service, and are assessed as not suitable or eligible for appointment in the senior Grade by the Departmental Promotion Committee, shall be absorbed in the next lower Grade (Junior Grade). Such Officers shall be eligible to be considered at the maintenance stage for appointment in the officiating capacity to a temporary post in the Senior Grade and they shall reckon their seniority on appointment to that Grade according to the order of their selection for such appointment:(f)all posts in Junior Grade of the Service shall be filled by-(i)departmental candidates who are declared as suitable for appointment to Senior Grade but are not appointed thereto on account of sufficient number of vacancies not being available in that Grade;(ii)departmental candidates referred to in Clause (e) (iv) above; and.(3)Initial appointment of persons to the various Grades of the Service shall be made in the order in which their names are arranged in the recommendations of the Departmental Promotion Committee and finally approved by the Gauhati High Court.Note. - In this rule departmental candidates means the Stenographers working in the District and Sessions Judge's establishments.(4)Notwithstanding anything contained in this rule, for the purpose of initial constitution of the Service, a departmental candidate for being eligible to be considered for absorption in Higher Selection Grade, Selection Grade or Senior Grade, as the case may be, must have completed 19 years, 13 years and 6 years of qualifying service respectively as Stenographer, immediately before the appointed day.

7. Posting of Cadre Officers.

- Every Cadre Officer shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate Grade in that Cadre.

8. Substantive appointment in the Service.

- All substantive appointments of the Service shall be made to the appropriate Grade of the Service and not against any specified duty post in that Grade.

9. Recruitment to Higher Selection Grade and Selection Grade of the Service.

(1) Except as provided in Rule 6 relating to criterion for selection at the initial constitution of Service, substantive vacancies in the Higher Selection Grade or Selection Grade of the Service shall be filled by promotion from persons holding a substantive appointment in Selection Grade and Senior Grade respectively on the basis of merit-cum-seniority. (2) Vacancies in the Higher Selection Grade of the service shall be filled by the appointment of persons who have rendered not less than 5 (five) years of approved service in Selection Grade: Provided that if any person appointed to Selection Grade of the Service is considered for promotion to the Higher Selection Grade in the Cadre in accordance with the provisions of this sub-rule, all persons senior to him in the Selection Grade in the Cadre shall also be so considered notwithstanding that they may not have rendered 5 (five) years approved service in that Grade: Provided also that reservation for the officers belonging to Scheduled Tribes and Scheduled Castes shall be made in accordance with such instructions as may be issued by the State Government from time to time. (3) Vacancies in the Selection Grade of the Service shall be filled by the promotion of persons from the officers of Senior Grade in service who have rendered not less than 5 (five) years of approved service in the Grade: Provided that if any person appointed to Senior Grade of the Service is considered for promotion to Selection Grade in accordance with the provisions of this sub-rule, all persons senior to him in Senior Grade in the cadre shall also be so considered notwithstanding that they may not have rendered 5 (five) years of approved service in that Grade: Provided further that reservation for the officers belonging to Scheduled Tribes and Scheduled Castes shall be made in accordance with such instructions as may be issued by the State Government from time to time. (4) (i) The appointment to the post of Higher Selection Grade, Selection Grade and Senior Grade shall be made on the recommendation of the D.P.C. by the respective District Judge in whose judgship a member is recommended for such appointment and after appointment the services of the officers so appointed shall be deemed to have been placed at the disposal of the respective District Judge. (ii) The inter-District transfer of Stenographers of all Grades shall be made by the High Court on the recommendation of the D.P.C. (iii) The control over the members of the service in any judgship with regard to posting, transfers, disciplinary matters and seniority shall be vested in the respective District Judge: Provided that it will not take away from any member of the Service any right of appeal which he may have under the law regulating the conditions of service applicable to similar posts under Government of Tripura.

10. Recruitment to Senior Grade of the Service.

(1) Substantive vacancies in the Senior Grade of the Service shall be filled by the appointment of persons holding a substantive appointment on the basis of merit-cum-seniority. (2) Temporary vacancies of the Senior Grade of the Service shall be filled by the appointment of persons from the officers of Junior Grade in Service who have rendered not less than 5 (five) years of approved service in the Grade: Provided that officers of Junior Grade appointed to that Grade at the initial constitution under Rule 6 shall be eligible for promotion on the basis of seniority subject to the rejection of the unfit, if they have rendered not less than 5 (five) years of approved service in the Grade: Provided further that if any person appointed to Junior Grade after the appointed day is considered for promotion to Senior Grade in accordance with the provisions of this sub-rule, all persons senior to him in Junior Grade shall also be so considered notwithstanding that they may not have rendered 5 (five) years of approved service in that Grade. (3) The length of approved service for promotion to Senior Grade prescribed in sub-rule (2) may be reviewed by the Departmental Promotion Committee.

11. Recruitment to Higher Selection Grade, Selection Grade or to Senior Grade of the Service on ad-hoc basis in certain cases.

(1) Notwithstanding anything contained in Rule 9 and 10, any person eligible to be considered for promotion to the Higher Selection Grade under sub-rule (2) of Rule 9 or to Selection Grade under sub-rule (3) of that rule or to Senior Grade under sub-rule (1) of Rule 10 may be appointed to a temporary vacancy not exceeding 6 (six) months in the Higher Selection Grade, Selection Grade and Senior Grade, as the case may be. (2) Every promotion under sub-rule (1) shall be made only against a leave or other local vacancy of specified duration and no such promotion shall, notwithstanding anything contained in Rule 11, be deemed to confer on the person so promoted any right or claim to Higher Selection Grade, Selection Grade or Senior Grade, as the case may be, or to seniority in that Grade.

12. Recruitment to Higher Selection Grade, Selection Grade or to Senior Grade of the service on ad-hoc basis in certain cases.

(1) Vacancies in Joint Grade of the service shall be filled by direct recruitment on the basis of competitive examination to be conducted by the Departmental Promotion Committee as and when vacancy arises: Provided that reservation for the members of the Scheduled Tribes and Scheduled Castes shall be made in accordance with such instructions as may be issued by the State Government from time to time. (2) The rules for the competitive examination referred to in sub-rule (1) and the conditions of eligibility of a person to appear in such examination shall be according to Fifth Schedule.

13. Provisions to make temporary appointment against substantive vacancy.

- A substantive vacancy may be filled temporarily in accordance with the provisions governing appointments to temporary vacancies in the relevant Grade until it is filled in accordance with the provisions governing permanent appointments.

14. Consultation with the Departmental Promotion Committee.

- The select list in respect of Higher Selection Grade, Selection Grade and Senior Grade under the provisions of these rules shall be prepared by the Departmental Promotion Committee.

15. Probation.

(1) Every direct recruit to the Junior Grade of the Service shall initially be appointed on probation, the period of probation being two years from the date of appointment. (2) Every person other than the direct recruit shall, when first appointed to the Higher Selection Grade, Selection Grade or Senior Grade, as the case may be, remain on probation for a period of two years from the date of such appointment. (3) The period of probation specified in sub-rules (1) and (2) may, on the recommendation of the Departmental Promotion Committee, be extended by the appointing authority in any case.

16. Confirmation.

(1) When a member of the Service appointed to a Grade on probation has completed his probation period to the satisfaction of the appointing authority, he shall be eligible to be substantively appointed. (2) When the probationer in Junior Grade has completed his probation period to the satisfaction of the appointing authority he shall be eligible to be substantively appointed.

17. Discharge of an officer while on probation.

(1) An officer appointed to the Junior Grade of the Service who has been on any post under the Central Government or any State Government shall while on probation be liable to be discharged from the service at any time with 15 days' notice if-(i) on the basis of his performance or conduct during probation he is considered unfit for further retention in the Service; or (ii) on the receipt of any information relating to his nationality, age, health or antecedents the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the service. (2) An officer appointed to the Junior Grade of the Service who holds a lien on a post under the Central Government or any State Government may, while on probation, be reverted to such post at any time in any of the circumstances specified in sub-rule (1). (3) An officer appointed to the Junior Grade of the Service who is not considered suitable for confirmation or continuance in the Grade during or at the end of the probation specified in sub-rule (1) of Rule 15 or at the end of the extended period of probation, if any, under sub-rule (3) of that rule, shall be discharged or reverted in accordance with sub-rule (1) or sub-rule (2) as the case may be.

18. Seniority.

(1)The relative seniority of the members of the Service appointed to any Grade before the appointed day shall be regulated by their relative seniority as determined before that day:Provided that if the seniority of any such officer had not been specifically determined before that date it shall be determined by Cadre authorities.(2)All permanent officers included in the initial constitution of a Grade under Rule 6 shall rank senior to all persons substantively appointed to that Grade with effect from any day after the appointed day and all temporary officers included in the initial constitution of a Grade under that rule shall rank senior to all temporary officers appointed to that grade after that day.(3)All officers substantively appointed to a grade shall rank senior to those holding a temporary or officiating appointment in that Grade.

19. Scale of pay.

- The scale of pay attached to the Higher Selection Grade, Selection Grade, Senior Grade and Junior Grade of the Service shall be as follows:

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|---------------------------|--------------------------------------------------------------------------------------|
| 1. Higher Selection Grade | Rs. 500-40-900-50-1300(E.B. after 8th & 15th stages)plus special pay of Rs. 100 p.m. |
| 2. Selection Grade | Rs. 625-30-835-35-1010(E.B. after 8th stage). |
| 3. Senior Grade | Rs. 425-25-850(E.B. after 8th stage) |
| 4. Junior Grade | Rs. 325-15-445-20-565-25-665(E.B. after 8th & 15thstages) |

20. Regulation of pay and increment.

- The pay and increment of officers of the Higher Selection Grade, Selection Grade, Senior Grade and Junior Grade shall be regulated in accordance with the Fundamental Rules or other similar Rules relating to pay for the time being in force.

21. Transfer.

(1)The District and Sessions Judges may transfer a Cadre officer of any Grade from one office or Sub-Division to another within his judgeship.(2)The concerning District and Sessions Judges of Tripura with the approval of the Gauhati High Court may transfer a Cadre officer of any Grade from any Judgeship to the other.

22. Constitution of Cadre.

(1)The Gauhati High Court may, after the appointed day, constitute new cadre of the Service by splitting up the existing cadre into two or more cadres.(2)After a new cadre has been constituted under sub-rule (1) provisions of these rules shall apply to such a cadre.

23. Regulations.

- The Gauhati High Court may make regulations, not inconsistent with these Rules, to provide for all matters for which provisions are necessary or expedient, for the purpose of giving effect to these rules.

24. Residuary matters.

- In regard to matters not specifically covered by these rules or by resolutions or orders made or issued thereunder or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to the Tripura State Civil Services in general.

25. Power to remove difficulties.

- If any difficulty arises in giving effect to the provisions of these rules the Gauhati High Court may, by order, do anything (not inconsistent with the provisions of these rules) which appears to it to be necessary for the purpose of removing the difficulty.

26. Power to relax.

- Where the Gauhati High Court is of the opinion that it is necessary or expedient so to do, it may for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons or posts.

27. Interpretation.

- If any question arises as to the interpretation of these rules or the regulations made thereunder, the same shall be decided by the Gauhati High Court and the decision given by the High Court shall be final.

28. Repeal and savings.

- The provisions of the Tripura Subordinate Civil Courts Ministerial Establishment Rules, 1965 shall not apply to members of the Service and they shall be regulated under the provisions of these rules from the appointed day: Provided that any appointment, order made or action taken under the aforesaid rules shall be deemed to have been made or taken under the corresponding provisions of these rules. First Schedule [See Rule 2 (e) and Rule 4] Name of the Court/Offices to whom the Tripura Courts Stenographers' Service Rules, 1983 apply

No. Establishment/Office

1 2

Other Courts/Offices to whom the
Rules apply

3

1. District and Sessions Judge's Establishment/Office, West Tripura District (a) District and Sessions Judge's court
 - (b) Additional District and Sessions Judge's Court
 - (c) Sub and Assistant Sessions Judge's Court
 - (d) Addl. Sub and Asstt. Judge's Court
 - (e) Court of Commissioner Workmen's Compensation
 - (f) Court of Judge, L.A., Cases
 - (g) Court of Judge, Special Court Cases
 - (h) Chief Judicial Magistrate's Court
 - (i) Addl. Chief Judicial Magistrate's Court
 - (j) Munsiff's Court
 - (k) Additional Munsiff's Court
 - (l) Sub-Divisional Judicial Magistrate's Court
 - (m) Judicial Magistrate's Court Judge's
2. District and Sessions Establishment/Office, South Tripura District (a) District and Sessions Judge's Court
 - (b) Additional District and Sessions Judge's Court
 - (c) Sub and Asstt. Sessions Judge's Court
 - (d) Addl. Sub and Asstt. Sessions Judge's Court.
 - (e) Chief Judicial Magistrate's Court
 - (f) Addl. Chief Judicial Magistrate's Court
 - (g) Sub Divisional Judicial Magistrate's Court
 - (h) Munsiff's Court
 - (i) Judicial Magistrate's Court Judge's
3. District and Sessions Establishment / Office, North Tripura District (a) District and Sessions Judge's Court
 - (b) Additional District and Sessions Judge's Court
 - (c) Sub and Asstt. Sessions Judge's Court
 - (d) Addl. Sub and Assistant Sessions Judge's Court
 - (e) Chief Judicial Magistrate's Court
 - (f) Addl. Chief Judicial Magistrate's Court
 - (g) Munsiffs Court
 - (h) Sub-Divisional Judicial Magistrate's Court
 - (i) Judicial Magistrate's Court

Second Schedule [See Rule 2(k) and Rule 3 (3)] Duty posts included in Higher Selection Grade of the Tripura Courts Stenographers' Service

Number of posts	Designation	Classification	Scale of pay
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1	Private Secretary	Class-II Gazetted	Rs. 500-40-900-50-1300 (E.B. after 8th & 15th ministerial stages) plus special pay of Rs. 100 per month
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Third Schedule[See Rule 2 (K) and Rules 3 (3)]Duty posts included in Selection Grade of the Tripura Courts Stenographers, Service

Number of posts	Designation	Classification	Scale of pay
2	First personal Assistant	Class-II Gazetted Ministerial	Rs. 625-30-825-35-1010 (E.B. after 8th stage)

Fourth Schedule[See Rule 2 (d) and Rule 5]Authorised permanent strength of the four Grades of the Tripura Court Stenographers' Service in the cadre on the appointed day

Higher Selection Grade	Authorised permanent strength		
Selection Grade	Senior Grade	Junior Grade	
1	2	3	4
		Rs. 425-25-850 (E.B. after 8th stage)	Rs. 325-15-445-20-565-25-665 (E.B. after 8th and 15th stages)

Fifth Schedule[See Rule 2 (j) and Rule 12 (2)]Method of recruitment to Junior Grade in the ServiceA candidate for direct recruitment to the post of Junior Grade Stenographer Cadre:(A)must have passed the Higher Secondary Examination or its equivalent course of any Indian Secondary Education Board/University or any other Examination recognised as equivalent by the Government of India;(B)must have passed a provisional speed test of 100 words per minute of shorthand (English) and 40 words per minute in typewriting in English:Provided that performance shall be given to the official candidates possessing the prescribed qualifications who are working in any judgeship/Government Department:Provided further that all other terms and conditions such as reservation of vacancies for Scheduled Tribes and Scheduled Castes, Nationality, Age, Character, Physical Fitness etc., shall be guided by instructions issued by Government from time to time in case of recruitment to the posts of Junior Grade Stenographers of the Service.Syllabus

	Subjects	Total Marks	Time
1. Paper I	English	100	3 hrs.
2. Paper II	Bengali	50	1 1/2
3. Paper III	General knowledge and Current Affairs	100	3"
4. Paper IV	Type writing	100	
5. Paper V	Shorthand writing and Transcription	200	
	Grand Total	500	

Minimum 50% will be the qualifying marks in respect of Type-writing and Stenography. Annexure I

1. English-Questions will be asked on the following:

(A)An exercise in composition to test a candidate's ability to write in simple and correct English. It may be an essay or the drafting of a report or a letter of about 400 words from points or materials applied;(B)To write a precise of a series of correspondence or a summary of diffuse passage. A candidate's capacity or comprehension and expression is to be tested;(C)Translation from Bengali, Kokbarak, Hindi, Urdu or Nepali, as the case be, to English;(D)Correction of sentences;(E)Punctuation;(F)Correct use of words and common phrases.

2. Bengali-Questions will be asked on the following:

(A)An exercise in composition to test a candidate's ability to write in elegant Bengali. It may be an essay or a letter of about 400 words;(B)To condense a prose passage of about 1000 words;(C)Translation from English to Bengali.

3. General knowledge and Current Affairs:

The paper consists of questions to test the extent of a candidate's knowledge and his capacity to express himself correctly on matters of common knowledge and current events and problems with special reference to India. Elementary knowledge of Indian History and Indian Geography may also be tested.