

भारतीय उष्णदेशीय मौसम विज्ञान संस्थान ,पुणे - 411008

विज्ञापन सं. PER/ 03/2022

No. Est.9/59/2022

दिनांक /Date: 3rd August, 2022

SCHEME AND INSTRUCTIONS TO THE SHORTLISTED CANDIDATES FOR WRITTEN & SKILL TEST FOR THE POST OF STENOGRAPHER GRADE - III TO BE HELD ON SATURDAY, 27TH AUGUST, 2022

With reference to Advt. No. PER/03/2022, the scheme for written & skill test for the post of Stenographer Grade -III for the screened in candidates is detailed below:

SCHEME FOR WRITTEN TEST

Mode of examination	PART	SUBJECT	NO. OF QUESTIONS	MAXIMUM MARKS	TIME ALLOWED
MORNING SESSION - 1000 HRS TO 1200 HRS					
Offline	A	English Language, letter writing & Essay	27	50	1000 am - 1100 am (1 hour)
	B	General Intelligence and reasoning	25	25	1110 am -1200 pm (50 minutes)
	C	General Awareness	25	25	

- (a) Candidates are required to answer a total 75 marks objective type multiple choice question which will carry one mark each. The questions paper will be bilingual (English & Hindi).
- (b) Essay will carry 15 marks and letter writing 10 marks. **Part A to be answered in English only**

Only Candidates shortlisted based on their performance in morning session will be eligible for skill test scheduled in the afternoon session on the same day

SCHEME FOR SKILL TEST

Mode of examination	PART	SUBJECT
AFTERNOON SESSION - 1430 HRS TO 1530 HRS		
Offline	D	Dictation
	E	Typing & Computer Skill (word /excel / PPT)

Candidate scoring highest aggregate marks in PART A , D & E shall be selected.

Instructions to candidates

- The examination will be conducted in the Meghdoot Hall of IITM .
- Candidates are required to be present in the Meghdoot Hall by 8.00 hrs. to get their certificates verified.
- Candidates are required to bring the call letter and photo ID with them.
- Only blue/black pen is allowed for answering the questions.
- Using of pencil is strictly prohibited.
- There will be no negative marking for wrong answer.
- The answer once marked cannot be cancelled and hence candidates are required to be very cautious while answering the questions.
- Candidates are not allowed to keep their belongings i.e. bag, mobile etc with them during the examination.

(अजीत प्रसाद पी./ Ajit Prasad P.)

प्रशासनिक अधिकारी/ Administrative Officer

कृते निदेशक/For Director