



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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Dr. S. P. Mathur
Registrar

No.IIT(BHU)/

Date: 06.09.2017

Dear Sir/Madam,

A. With reference to your application for the post of **Stenographer/ Sr. Stenographer** in the Institute (Advertisement No. 2/2016-17 dated 09.09.2016), you are requested to report for Written Tests/ Skill Test on **Sunday, 24.09.2017 at 09.30 a.m. at IIT (BHU), Varanasi**. The exact centre of test will be intimated later on. Detailed instructions regarding the written test are enclosed. You are advised to regularly visit our website www.iitbhu.ac.in for further updated information, if any.

B. The general information regarding tests are as under:

i) **STAGE:1**

Multiple Choice Questions (MCQ):

- MCQ based test will be held on **Sunday, 24.09.2017 at IIT (BHU), Varanasi**. The exact centre of test will be intimated later on.
- The Test will comprise one paper of 45 minutes duration containing 50 Multiple Choice Questions (MCQ). As the candidates are expected to have a sound understanding of the English language, therefore the question paper will be in English only except the questions on comprehension of Hindi Language.
- There shall be negative marking. Three marks shall be awarded for each correct answer while one mark shall be deducted for each incorrect answer. Unattempted question will be awarded zero marks.

Descriptive test:

- A descriptive test of 60 minutes duration carrying 100 marks will be held. This test will be held along with the aforementioned MCQ test.
- Answer books of descriptive test of only those candidates will be evaluated, who obtain qualifying marks in the Skill Test (Stage –2).

Syllabus for Stage-1

The questions in Stage-1 shall be related to the proficiency in English and Hindi language and knowledge of Administrative, Financial and Academic functioning of higher educational institutions and general Rules and Regulations of Government of India, Logical Reasoning, Numerical Ability, Computing and data interpretation, General Knowledge (including National History, Culture, Science, Geography

and the Constitution of India), Current Affairs, Communication, Information and Communication Technology.

There shall be emphasis on assessment of knowledge of English Language and application of Computer Software like MS-Word, Excel, Power Point, Tally etc. in day-to-day office work.

The Question Paper for MCQ based Test shall be common for both the positions and the Descriptive Test shall be different.

ii) Stage-2: Skill Test

The Skill Test shall comprise Stenography/ Shorthand test in English having Dictation Test at 80 words per minutes for 10 minutes which the candidates will be required to transcribe in 40 minutes on the Computer. **This test will be held along with the aforementioned Stage1 test.**

iii) Following minimum qualifying marks and weightage (for final merit) have been assigned to different stages:

Stage	Test	Minimum Qualifying Marks	Weightage for final merit
1	(a) Multiple Choice Questions (MCQ) Based test	40%	40%
	(b) Descriptive test	40%	60%
2	Skill Test	60 %	Qualifying

iv) Preparation of List of candidates, based on Multiple Choice Questions (MCQ) based (Stage-1) test, for evaluation of Skill Test (Stage-2) and Descriptive test (Stage-1) answer books:

- a. A list of candidates securing minimum qualifying marks in MCQ based test will be prepared for evaluation of Skill Test (Stage-2) answer books. The list shall have candidates ten times the number of posts. The candidates securing same marks as obtained by the last candidate will also be included.
- b. The candidates securing qualifying marks in Skill test (Stage -2) shall be shortlisted. The answer books of Descriptive Test (Stage-1) of only those candidates will be evaluated who qualify in the skill test (stage-2).

v) Preparation of final merit list

The final merit list will be prepared out of 250 marks. As per the weightage assigned to the two stages of the test, the distribution of marks will be as under:

Stage	Full Marks	Marks as per weightage (out of 250)
Multiple Choice Questions (MCQ) Based test (Stage-1)	150	100
Descriptive Test (Stage-2)	100	150

The marks secured by a candidate in Multiple Choice Questions (MCQ) Based test (Stage-1) will be multiplied by a factor of $\frac{2}{3}$ and the marks secured in Descriptive Test (stage-2) will be multiplied by a factor of **1.5**. The total marks by adding the two will be used for preparation of final merit. If the total marks obtained by a candidate are in decimal, the same will be rounded off to the nearest whole number (i.e. 0.50 and above will be rounded to the next whole number and 0.49 and less will be ignored).

The merit list for final selection shall be prepared in order of the total marks secured by the candidates.

TIE BREAK: The *inter-se* merit of candidates securing similar total marks will be decided in the following order:

- a. Mark secured in the Skill test (Stage-2) (Candidate securing higher marks will be ranked higher). If the marks obtained are same, then;
 - b. Date of Birth (Candidate higher in age will be ranked higher). If the date of birth is also same, then;
 - c. Alphabetical order of the name recorded in matriculation or equivalent certificate.
- C. The question booklets of the tests will be taken back from the candidates.
- D. No TA/DA shall be paid for appearing in the tests.
- E. Any request for change of date of test(s) will not be entertained. The Institute reserves the right of cancelling the candidature of any candidate found indulging in any malpractice, i.e., hiding any material information, misrepresentation of facts or canvassing for candidature.
- F. Candidates have been allowed to appear at the Written Test **provisionally** subject to the final verification of Mark sheets/Degrees/Certificates, validity of Certificates/Mark sheets, etc. at a later stage.
- G. Mere appearance in the Written Test or qualifying in the Test does not entitle a candidate to be considered for appointment unless he/she fulfils the eligibility conditions. **APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE ADVERTISEMENT, BEFORE APPEARING IN THE TEST.** If an applicant is inadvertently allowed to appear at the Test who otherwise does not fulfil the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right to cancel the candidature of a candidate/ or cancel the appointment if it is found that :
- (a) Minimum eligibility requirements are not fulfilled.
 - (b) False documentation has been done.
 - (c) Any other similar valid reason.

Yours faithfully,

Encl.: As above

Registrar