

RAJYA SABHA SECRETARIAT
(RECRUITMENT CELL)

SCHEME OF DEPARTMENTAL COMPETITIVE EXAMINATION FOR THE POST OF PARLIAMENTARY REPORTER (ENGLISH/HINDI)

The Scheme of Departmental Competitive Examination for promotion to the post of Parliamentary Reporter (English/Hindi) in the Rajya Sabha Secretariat shall consist of the following stages -

- Stage I. Skill Test**
Stage II. Written Examination
Stage III. Interview

Besides, candidates would also be assessed on the basis of their performance appraisal as per their APAR gradings.

STAGE I. SKILL TEST (200 MARKS)

❖ **For Parliamentary Reporter (English)**

Test	Speed		Marks
	@ 140 w.p.m.	@ 160 w.p.m.	
Dictation of Test Passage in English	10 Minutes	10 Minutes	200
Transcription of Test Passage	1 Hour 20 Minutes (which includes 10 Minutes for reading of notes)	1 Hour 30 Minutes (which includes 10 Minutes for reading of notes)	

❖ **For Parliamentary Reporter (Hindi)**

Test	Speed		Marks
	@ 140 w.p.m.	@ 160 w.p.m.	
Dictation of Test Passage in Hindi	10 Minutes	10 Minutes	200
Transcription of Test Passage	1 Hour 45 Minutes (which includes 10 Minutes for reading of notes)	1 Hour 55 Minutes (which includes 10 Minutes for reading of notes)	

Note:

- Dictation of trial passage of 2 minutes duration shall be given before the Test Passage in Stenography Test;
- Not more than 5% of mistakes are permissible while passing the Skill Tests;
- Candidates would be called to appear in the Stenography Skill Test at the Speed of 140 w.p.m. as well as 160 w.p.m.;
- Only those candidates who qualify the Stenography Skill Test in at least any one of the speeds (140 w.p.m. / 160 w.p.m.) shall be eligible to appear in the next Stage of the recruitment process, viz. the Written Examination.

STAGE II. WRITTEN EXAMINATION (150 MARKS)

The Written Examination shall consist of the following papers:

Paper	Subject		No. of Questions	Marks	Duration
Paper- I (Objective Type)	Part - A	General Awareness	25	25	50 Minutes
	Part - B	Functioning of the Rajya Sabha & its Secretariat	25	25	
	Total (Paper : I)		50	50	

Paper	Subject	No. of Questions	Marks	Duration
Paper - II (Descriptive Type)	English/Hindi Language	-	100	2 Hours
Total (Paper: I + II)			150	

Note:

- There shall be **no negative marking** in the Objective Type paper.
- The language of Paper - II shall be the same as that opted by the candidate for his/her Stenography Skill Test.
- Based on the performance in the Written Examination, candidates will be shortlisted for the next Stage of the recruitment process, i.e., the Interview.

STAGE III. INTERVIEW (50 MARKS)

The interview shall be structured to evaluate the interests, knowledge, traits, aptitude, skills *etc.* of the candidate with a view to assess his/her overall personality and to judge his/her suitability for the post.

EVALUATION OF SERVICE RECORDS (50 MARKS)

The evaluation of Service Records of such candidates, who qualify both - the Skill Test at prescribed benchmark and the Written Examination by securing the Minimum Qualifying Percentage of Marks, shall be done based on their APARs of the last three years in the manner prescribed by this Cell.

MINIMUM QUALIFYING PERCENTAGE OF MARKS

- Category-wise minimum qualifying percentage of marks in the Written Examination (Paper - I and Paper - II taken together) are as follows:

SC/ST	Others
40%	50%

- There shall be no minimum qualifying percentage of marks in the Interview.

MERIT LIST

Merit list shall be prepared based on the overall Marks obtained by the candidates in the Skill Test (200 marks), the Written Examination (150 Marks), the Interview (50 Marks) and the Evaluation of Service Records (50 Marks). However, the candidates eliminated at any stage of the recruitment process shall not be included in the final Merit List.

Note: Separate Merit Lists of candidates, who qualify the Skill Test @ 160 w.p.m. and @140 w.p.m., will be prepared. The candidates from the list of candidates who qualify the Skill Test @ 160 w.p.m. will first be recommended for appointment, subject to qualifying all the subsequent stages and finding a place in the Merit List. Further, in case any vacancy remains unfilled after exhausting list of candidates passing Skill Test @160 w.p.m., the candidates from the list of candidates who qualify the Skill Test @140 w.p.m. shall be considered for being recommended for appointment, in order of their merit, subject to qualifying all the subsequent stages and finding a place in the Merit List. However, as per the Recruitment Rules for the post, such candidates would not be eligible for annual increment or confirmation or promotion until they attain a minimum shorthand speed of 160 w.p.m. Further, if any candidate so appointed fails to attain a minimum shorthand speed of 160 w.p.m. within a period of 3 years from the date s/he joins the post, s/he will be reverted to his substantive post in PSSS.

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