SSC Stenographer Recruitment – Complete Guide

📋 1. Posts and Pay Levels

Post	Group	Pay Level	Pay Scale
Stenographer Grade 'C'	Group B (Non-Gazetted)	Level 6	₹35,400 – ₹1,12,400
Stenographer Grade 'D'	Group C (Non-Gazetted)	Level 4	₹25,500 – ₹81,100

📊 2. Vacancies (of 2024)

Tentative Total Vacancies: **2006** *(Subject to change for upcoming year as per final SSC notification)*

☑️ 3. Eligibility Criteria

🔖 Nationality

Candidates must be:

- Indian citizens OR
- Subjects of Nepal, Bhutan OR
- Tibetan refugees (arrived before 1st Jan 1962) OR
- Persons of Indian origin from listed countries with eligibility certificates.

🗓️ Age Limit (As on cutoff date)

Post	Minimum Age	Maximum Age
Grade 'C'	18 years	30 years
Grade 'D'	18 years	27 years

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🎯 Age Relaxation

Code	Category	Relaxation
01	SC/ST	5 years
02	OBC	3 years
03	PwD (UR)	10 years
04	PwD (OBC)	13 years
05	PwD (SC/ST)	15 years
06	Ex-Servicemen	3 years (after military service deduction)
08	Disabled Defence (UR)	3 years
09	Disabled Defence (SC/ST)	8 years

👨‍💼 Additional Relaxation for Group 'C' Posts

Code	Category	Relaxed Upper Age Limit
10	Central Govt Employees (3+ yrs)	40 years
11	Central Govt Employees (SC/ST)	45 years
12	Widows / Divorced Women	35 years
13	Widows / Divorced Women (SC/ST)	40 years

🎓 4. Educational Qualification

- Passed **12th Standard or equivalent** from a recognized board.
- Must qualify **Skill Test in Stenography** (explained later).

♿ 5. Reservation & PwBD Suitability

- **Reservation** applicable for SC, ST, OBC, EWS, PwBD, and ESM as per central rules.

- **PwBD Suitability**:

  o B, LV, D, HH, OA, OL, BL, OAL, CP, LC, Dw, AAV, SD, SI, ASD, SLD, MI, MD.

(Refer to document for full forms and descriptions of PwBD categories.)

💻 6. Application Process

- **Mode**: Online via SSC Website
- **One-Time Registration**: Mandatory
- **Application Fee**: ₹100 *Exempted: Women, SC, ST, PwBD, Ex-Servicemen*

📑 Uploads Required:

- **Live Photograph** (Webcam/Mobile)
- **Signature**: 4x2 cm, 10–20 KB (JPEG/JPG)

⚒ Application Correction Window:

- Available for **2 days** after the deadline.

🌐 7. Exam Pattern – Computer-Based Exam (CBE)

Subject	Questions	Marks
General Intelligence & Reasoning	50	50
General Awareness	50	50
English Language & Comprehension	100	100

- **Total Marks**: 200
- **Duration**: 2 hours
- **PwBD with scribe**: 2 hrs 40 mins
- **Negative Marking**: 0.25 per wrong answer

📑 8. Syllabus Overview

General Intelligence & Reasoning

- Analogy, coding-decoding, classification, number series
- Space visualization, decision-making, problem-solving

- Verbal & Non-verbal reasoning, directions, syllogism

General Awareness

- Indian polity, history, geography, economy, science
- Current affairs, Govt schemes, culture, sports, etc.

English Language & Comprehension

- Grammar, vocabulary, comprehension passages
- Sentence structure, error detection, fill-in-the-blanks
- Synonyms/Antonyms, improvement, spelling correction

✍ 9. Skill Test in Stenography

Dictation:

- **Grade 'C'**: 10 minutes @ **100 wpm**
- **Grade 'D'**: 10 minutes @ **80 wpm**

Transcription Time:

Post	English	Hindi
Grade 'C'	50 mins	65 mins
Grade 'D'	70 mins	90 mins

PwBD candidates with scribe get extra 20 mins/hour.

🗣 10. Language Option for Skill Test

- Must choose **either English or Hindi** during application.
- **No change allowed** after submission.

📄 11. Document Verification

Conducted by departments post-final selection.

Required Documents:

- 12th Marksheet/Certificate
- Caste/Category/PwBD/ESM certificate (if applicable)
- Photo ID (Aadhaar, PAN, etc.)
- Domicile Certificate (if required)

▦ 12. Final Selection Process

- Based on **CBE marks + Qualifying Skill Test**
- **Merit-based allocation** to departments/ministries
- Subject to **document verification**

⚖ 13. Tie-Breaking Criteria

If two or more candidates score the same:

1. Higher marks in English section
2. Higher marks in Reasoning
3. Older age
4. Alphabetical order of names

🔨 14. Key Guidelines

- Candidates must be ready to **serve anywhere in India**
- **No reserve/waiting list** maintained by SSC
- Final result published only on **ssc.gov.in**

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