



कृषि विज्ञान केन्द्र, गुमला

(भारतीय कृषि अनुसंधान परिषद्, नई दिल्ली)

विकास भारती बिशुनपुर, गुमला. 835231



KVK

KRISHI VIGYAN KENDRA, GUMLA

(Indian Council of Agricultural Research, New Delhi)

Vikas Bharti Bishunpur – 835231

No. : KVK Gumla/2025/336

Date : 28/11/2025

NOTICE

This is for information to all the concern who have applied for the post of **Stenographer, Grade-III** against the **Advertisement no. EN No. 47/79 published in Employment News VOL XLIX Issue no. 47 Dated 22-28 Feb 2025**, of Krishi Vigyan Kendra Gumla, Vikas Bharti Bishunpur that the written examination and skill test for the post of Stenographer, Grade-III is scheduled on **20th December 2025 (Saturday) from 10:00 AM**. Call letters for examination to the eligible candidates has already been dispatched by post. Candidates are advised to reach on time to the venue mentioned in call letter along with the original call letter.

The Scheme and Syllabus of the Examination, as per ICAR rules and guidelines, is attached herewith for reference and preparation.

(Ashok Bhagat)
Secretary

Krishi Vigyan Kendra Gumla
Vikas Bharti Bishunpur

APPENDIX-1

SCHEME OF EXAMINATION FOR STENOGRAPHER GRADE-III

PART-1

SCHEME OF EXAMINATION: The examination will consist of a written examination and Skill Test in Stenography.

(A) SCHEME OF THE WRITTEN EXAMINATION AND SYLLABUS

The written examination will consist of one objective type paper as shown below:

Part	Subject	Maximum Marks	Timing
I	General Intelligence (50 questions)	50	2 Hours
II	General Awareness (50 questions)	50	
III	English Language and Comprehension (100 questions)	100	

NOTE-I: The paper will consist of Objective Type-Multiple Choice questions only. The questions except in Part III will be set both in English & Hindi.

NOTE-II: There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

SYLLABUS

General Intelligence: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

English Language: In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would also be tested.

(B) Skill Test in Stenography:

Candidates who obtain the qualifying marks in the Written Examination as may be prescribed by the ICAR / Institutes will only be called for the Skill Test. However, depending on the number of candidates, the organization may decide to call all the candidates for the skill test. It may also prescribe qualifying marks in each part of the Written Examination. The Skill Test will be of qualifying nature.



The candidates will have to appear for the stenography test. The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 80 w.p.m.. The matter will have to be transcribed on computer only. The transcription Time is as follows:

For Stenographer Grade-III

50 minutes (English)

65 minutes (Hindi)

NOTE:

1. There is no exemption from skill test for any category of candidates
2. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment.

