



Himachal Pradesh University, Shimla  
(NAAC Accredited 'A' Grade University)  
Summerhill, Shimla-171005

Dated: 17.10.2017

**Press Release**

It is hereby notified for the information of all concerned that following is the Mode of Selection for the post(s) of Steno Typist as advertised vide Advertisement No. Rectt.-12/2017 dated 08.02.2017: -

**Mode of Selection for the post of Steno Typist (Contractual Basis):**

1. Objective type screening test(MCQ) consisting of General English and Hindi up to Matric standard, General Knowledge including General Knowledge of Himachal Pradesh, Everyday Science, Social Science, Current affair & Logic.

= 100 Marks

2. Skill test in Shorthand in English or Hindi and typewriting test (English & Hindi) respectively on computer of prescribed speed for those who qualify objective type of screening test.

= 100 Marks

The distribution of 100 marks for skill test for the post of Steno Typist is as under:-


<b>Division of Marks</b>	
i) Shorthand (English or Hindi)	60 Marks
ii) Typewriting Test (English)	20 Marks
iii) Typewriting Test (Hindi)	20 Marks

3. Interview of those who qualify Shorthand and typing skill test.  
= 30 Marks

{Qualified candidates will be called for personal interview as per merit of written/ screening test (1:3 ratio)}.

**Selection:**

The marks obtained by each candidate in written/ screening test, skill test and viva-voce/ interview shall be added up and the total thus obtained shall determine the candidate's rank on the merit list for appointment. Selection will be made on the basis of merit drawn out of total 230 marks by the duly constituted selection committee.

  
(Prof. S.S. Narta) 17.10.17  
Registrar