

उपकार
एस.एस.सी.
स्टेनोग्राफर
(ग्रेड 'सी' एवं 'डी')
परीक्षा

लेखकद्वय
डॉ. लाल एवं जैन

उपकार प्रकाशन, आगरा



उपकार प्रकाशन

“Your Feedback,
Our Guidance”



SCAN ME!

Scan and Share Your
Experience With Us

© प्रकाशक

प्रकाशक

उपकार प्रकाशन

हैड ऑफिस : 1 स्टेट बैंक कॉलोनी, निकट खन्दारी, आगरा-मथुरा बाईपास रोड, आगरा-282 005

रजि. ऑफिस : 2/11 ए, स्वदेशी बीमा नगर (शाह सिनेमा के सामने), आगरा-282 002

फोन : 2530966, 2531101

E-mail : care@upkar.in, Website : www.upkar.in

ब्रांच ऑफिस :

8-310/1, ए. के. हाउस,

हीरानगर, हल्द्वानी,

जिला-नैनीताल-263 139 (उत्तराखण्ड)

मोबा. : 7060421008

- इस पुस्तक का सम्पूर्ण कॉपीराइट प्रकाशक के पास है. प्रकाशक से बिना लिखित अनुमति लिए, इस पुस्तक के किसी भी भाग को दोबारा बनाया नहीं जा सकता, किसी भी प्रकार से सुरक्षित नहीं किया जा सकता या किसी भी तरह से, इलेक्ट्रॉनिक, मैकेनिकल, फोटोकॉपी, रिकॉर्डिंग या किसी और माध्यम से नहीं भेजा जा सकता. ऐसा करने वाले किसी भी व्यक्ति पर कानूनी कार्यवाही की जाएगी और वह नुकसान के लिए पूर्ण उत्तरदायी होगा.
- इस पुस्तक को प्रकाशित करने में प्रकाशक द्वारा पूर्ण सावधानी बरती गई है, फिर भी किसी त्रुटि के लिए प्रकाशक जिम्मेदार नहीं होगा.
- किसी भी परिवार के लिए न्यायिक क्षेत्र केवल आगरा ही होगा.

ISBN : 978-93-6319-596-7

Code No. 1148

मुद्रक : उपकार प्रकाशन (उपकार स्टेशनरी प्रा लि) बाईपास रोड, आगरा

विषय-सूची

- गत वर्षों के प्रश्न-पत्र हल सहित

भाग-I (सामान्य सचेतता)

● सामान्य सचेतता	1-32
— भारतीय इतिहास एवं संस्कृति	3
— भारतीय राजव्यवस्था एवं संविधान	7
— भारत का भूगोल	12
— भारतीय अर्थव्यवस्था	16
— संयुक्त राष्ट्र संघ	20
— खेलकूद	22
— पुरस्कार	25
— पुस्तकें एवं लेखक	27
— समसामयिक मुद्दे	29
● राष्ट्रीय-अन्तर्राष्ट्रीय घटनाक्रम	1-16
● सामान्य विज्ञान	1-16

भाग-II (English Language and Comprehension)

● Word Power Test	3-22
● Correct Usage of Words	23-46
● Comprehension	47-62
● One-Word Substitution	63-64
● Synonyms or Similar Words	65-69
● Antonyms or Opposite Words	70-74
● Sequence of Sentences and Words	75-83

● Closet Test	84-91
● Synonyms in Operation	92-94
● Active and Passive Voice	95-103
● Transformation of Sentence	104-113
● Direct and Indirect Speech	114-122
● Synthesis	123-130
● Punctuation and Capitals	131-136

भाग-III (सामान्य बुद्धि एवं तर्कशक्ति)

● कागज को मोड़ने सम्बन्धी प्रश्न	3
● आकृति तथा उसके टुकड़े	5
● चौथी आकृति ज्ञात करना	7
● छिपे हुए चित्र को ज्ञात करना	14
● सन्निहित आकृतियाँ प्रकार पहला	17
● सम-सम्बन्ध	23
● श्रेणी में लुप्त पद ज्ञात करना	29
● भिन्न शब्द ज्ञात करना	31
● सांकेतिक भाषा	34
● दिशा सम्बन्धी प्रश्न	38
● रिश्ते सम्बन्धी प्रश्न	40
● क्रम में व्यवस्थित करना	42
● कल्पित चिह्न तथा छोटे पद सम्बन्धी प्रश्न	43
● अक्षर सम्बन्धी प्रश्न	46
● कलैण्डर तथा घड़ी सम्बन्धी प्रश्न	49
● वैन आकृति तथा चार्ट सम्बन्धी प्रश्न	51
● तर्क (Logic)	55
● मूल आकृति के अवयवों को ज्ञात करना	58
● दी हुई शृंखला में से समान गुणों वाली आकृतियों का समूह बनाना	60
● दर्पण-प्रतिबिम्ब सम्बन्धी प्रश्न	64
● पासा व घन सम्बन्धी परीक्षण	66
● मैट्रिक्स	73
● विविध प्रश्न	77
● लिपिकीय प्रकार के प्रश्न	1-20

General Information

- **Age Limit**

For Stenographer Grade 'C'

18-30 years.

For Stenographer Grade 'D'

18-27 years.

Upper Age limit relaxable as per Govt. Rules.

- **Educational Qualifications**

Must have passed 12th Standard or equivalent from a recognised Board or University as on or before the cut-off date.

NOTE-I : As per Ministry of Human Resource Development Notification dated 10.6.2015 published in Gazette of India, all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission.

NOTE-II : As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23.06.2017, under Part-III (8) (V), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc. are not permitted to be offered under Open and Distance Learning mode.

NOTE-III : Document Verification (DV) will be conducted by the User Departments/Organizations after declaration of the final result. Candidates will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of 12th Standard or equivalent examination in original as proof of having acquired the minimum educational qualification on or before the stipulated date, when such certificates are sought by Indenting Departments/Organizations concerned for the purpose of document verification. Otherwise, their candidature will be cancelled.

NOTE-IV : The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he has been declared passed, will also be considered to meet the educational qualification. It is reiterated that the result of required educational qualification must have been declared by the Board by the specified date. Mere processing of the result by the Board by the crucial cut-off date does not fulfill the EQ requirement.

NOTE-V : Candidates possessing equivalent educational qualification shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the User Departments/ Appointing Authorities concerned.

● Scheme of Examination

The details of computer based examination are mentioned below :

Part	Subject	No. of Questions	Maximum Marks	Total Duration for General Candidates	Total Duration for Visually Handicapped/Cerebral Palsy Candidates
I	General Intelligence & Reasoning	50	50	2 Hours	2 hours and 40 minutes for the candidates eligible for scribe as per Para 7.1, 7.2 and 7.3 of the Notice of examination
II	General Awareness	50	50		
III	English Language and Comprehension	100	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.

NOTE-III : Marks scored by candidates in the Computer Based Examination will be normalized by using the formula published by the Commission Vide Notice dated 02-06-2025 and such normalized scores will be used to determine final merit and cut-off marks.

NOTE-IV : Tentative Answer Keys of Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of ₹ 100/- per question which is non-refundable. Representations on the matter received through any other modalities; *i.e.*, letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized by the Experts before finalizing the Answer Keys and the decision of the Commission in this regard will be final.

NOTE-V : There shall be no provision for re-evaluation / re-checking of scores of any stage / paper(s) of the Examination. No correspondence in this regard shall be entertained.

Indicative Syllabus for Computer Based Mode Examination

General Intelligence & Reasoning

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, arithmetical reasoning, 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.

General Awareness

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

For VH candidates of 40% and above visual disability opting for **SCRIBE** there will be no component of **Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper**.

English Language & Comprehension

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.

● Skill Test in Stenography

- (i) The candidates who are shortlisted in the Computer Based Examination for the next stage will have to appear for the Skill Test in Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi at the speed of 100 w.p.m. for the post of Stenographer Grade 'C' and 80 w.p.m. for the post of Stenographer Grade 'D'. **The matter will have to be transcribed on computer only.** The transcription time is as follows :

S.No.	Post	Language of Skill Test	Time Duration (in minutes)	Time Duration (in minutes) for the candidates who are allowed use of scribe in the CBE
1.	Stenographer Grade 'D'	English	50	70
2.	Stenographer Grade 'D'	Hindi	65	90
3.	Stenographer Grade 'C'	English	40	55
4.	Stenographer Grade 'C'	Hindi	55	75

- (ii) Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, **failing which their probation may not be cleared by appointing departments. Candidates have to work as English/Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination.**
- (iii) The SKILL TEST will be held at the Commission's Regional/Sub Regional Offices or at other Centre(s) as may be decided by the Commission.
- (iv) Detailed instructions regarding Skill Test will be sent by the concerned Regional/Sub Regional Offices of the Commission to the candidates called for the Skill Test.
- (v) Standard instructions regarding modality of evaluation of Skill Test is available at the Candidate's Corner Section on the Commission's website.

● Mode of Selection

- (a) All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificate (AC) for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the examination.
- (b) Admission Certificates for all stages of examination will be issued online on the websites of concerned Regional / Sub-Regional Office of the Commission. Candidates are therefore advised to regularly visit the websites of the Commission Headquarters (*i.e.*, <https://ssc.nic.in>) and concerned Regional / Sub-Regional office of the Commission under whose jurisdiction the examination centres opted by the candidate are located (Please see website).
- (c) Minimum qualifying marks in Computer Based Examination, are as follows :
- UR : 30%
 - OBC / EWS : 25%
 - All other categories (SC, ST, PwD, ESM, etc.) : 20%
- (d) In the online application form, candidate will have to indicate the posts for which they are applying *i.e.*, Stenographer Grade 'C' or Stenographer Grade 'D' or the both.
- (e) Based on the marks scored in the Computer Based Examination, candidates will be shortlisted, category-wise, to appear in the Skill Test(s) for the post(s) they have applied for.
- (f) Skill Test is mandatory but qualifying in nature. The Commission will fix category-wise qualifying standard in the Skill Test for each post. The candidates who qualify the Skill Test will be considered for final selection on basis of their merit in the Computer Based Examination.
- (g) Final selection and allocation of Ministries / Departments will be made on the basis of the performance of candidates in the Computer Based Examination and the preference of Posts / Departments exercised by them.

- (h) Once the candidate has been allotted his / her first available preference, as per his / her merit, he / she will not be considered for any other option. Candidates are, therefore, advised to exercise preference of Posts / Departments very carefully. The option / preference once exercised by the candidates at the time of Document Verification will be treated as FINAL and IRREVERSIBLE. Subsequent request for change of Post / Department by candidates will not be entertained under any circumstances. If the candidate has not opted for a Post / Department, he / she shall not be considered for selection to such post irrespective of his / her merit position. Therefore candidates must exercise due diligence and be very careful while giving their post-preferences.
- (i) The Commission makes final allotment of posts on the basis of merit-cum-preferences of Posts / Departments given by the candidates and once a post is allotted, no change of posts will be made by the Commission due to non-fulfillment of any post specific requirements of physical / medical / educational standards. In other words, for example if a candidate has given higher preference for a post and is selected for that post; in that case, if he / she fails to meet the medical / physical / educational standards, his / her candidature will be rejected and he / she will not be considered for other preferences.
- (j) SC, ST, OBC, EWS, ESM and PwD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general / unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS, ESM and PwD candidates.
- (k) SC, ST, OBC, EWS, ESM and PwD candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his / her merit position, is to be counted against reserved vacancies and not against unreserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.
- (l) A person with disability who is selected on his / her own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- (m) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service / post.
- (n) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.
- (o) Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training or pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.
- (p) Candidates selected for appointment are liable to serve anywhere in India *i.e.*, all these posts carry All India Service Liability (AISL).
- (q) Candidates on final selection may be allotted a State / UT / Zone by the concerned User Ministry / Department / Organization. Such candidates may be required to acquire the proficiency in local language of the allotted State / UT / Zone for confirmation of the candidates to the allotted posts by the concerned User Ministry / Department / Organization.
-