

Advt. No. 03/2026

HARYANA STAFF SELECTION COMMISSION

BAYS NO.67-70, SECTOR-2, PANCHKULA – 134151

Website [www.hssc.gov.in](http://www.hssc.gov.in)

ADVERTISEMENT FOR CET Phase-II FOR GROUP-C (STENO) POSTS

IMPORTANT DATES AT A GLANCE

Item(s)	Timeline
Date of Publication	09.01.2026
Opening Date for submission of online application	02.02.2026
Closing Date for Submission of online Application	15.02.2026 (11:59 PM)
Fee detail	No fee is required to be deposited by any candidate for applying against any post(s).
Important dates for BCA/BCB/EWS Candidates	<u>Supporting Certificate must have been issued on or after 01.04.2025 and on or before the closing date.</u>
Important dates for DSC/OSC candidates	<u>Supporting Certificate must have been issued after 13.11.2024 and on or before the closing date.</u>
Eligibility Certificate renewed/issued/ for family member of ESM	<u>Certificate Issued/Renewed on or after 03.02.2025 and on or before the closing date</u>
Downloading of Admit Cards from the HSSC website	<u>Will be communicated Separately</u>
Date of Examination	<u>Will be communicated Separately</u>
The candidates who have applied earlier against Advt. 10/2024 must apply afresh for this advertisement.	

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## CHAPTER 1

### 1. Invitation of Applications

Online applications are invited for direct recruitment to Group C posts from the Common Eligibility Test (CET) Group-C qualified candidates against Advt. No. 03/2026 through the URL address i.e. <https://adv032026.hrvssc.com> from 02.02.2026 to 15.02.2026 till 11.59 P.M. Thereafter, the website link will be disabled.

## CHAPTER 2

### 2. Details of various groups, posts with category wise Bifurcation, age and minimum essential qualification for the Group-C (Steno) posts of various Department/Board/Corporation/Commission etc. are attached at Appendix-A.

**Note:** (A) In case, the candidate applies on the basis of equivalent qualification(s) for the post(s) where 'equivalent' word is mentioned in essential qualification(s), the consideration of the said equivalent qualification(s) of the candidate at the level of Commission will be only provisional subject to its acceptance by the indenting Department after due verification (**Appendix B**).

(B) Further, if a candidate claims eligibility on account of possessing higher qualification in same line as prescribed in minimum qualification for that particular post, in view of Haryana Government instruction No. 10/4/2015-3GSII, dated 25.03.2016, in that case, the consideration of said higher qualification in the same line at the level of Commission will only be provisional subject to its acceptance by the indenting Department after due verification.

## CHAPTER 3

### 3. Details of Stenography Skill test syllabus for different categories in the group are attached at Appendix-C-I & Appendix-C-II for written exam test (available on the website of HSSC).

## CHAPTER 4

### 4. Criteria for Selection & Examination

The Recruitment will be made strictly in accordance with CET Policy for Group C dated 31.12.2024 & its amendment dated 11.07.2025 (**Appendix-D**) and Haryana Staff Selection Commission Rules 2025 dated 27.05.2025 (**Appendix-E**).

#### **Pattern of Examination:-**

**Stage:-I-** Stenography Skill test is as per syllabus and criteria for qualifying stenography test is also mentioned in Appendix-C-I which is qualifying in nature.

**Stage:-II-** Pattern of Written Examination as per syllabus mentioned in Appendix-C-II:-

- i. Total number of Multiple Choice Questions (MCQs):100
- ii. Total marks: 100
- iii. Duration of examination-1 Hour 45 Minutes

**Minimum qualifying marks:** -General Category : **50%**  
Reserved Category (both vertical and horizontal) : **40%**

All questions shall be compulsory. Question paper shall be Bilingual (English & Hindi) and an offline (OMR based) written examination will be held.

For every question, the candidate will be provided four options to choose from, in the question paper. After having selected his/her preferred option, every candidate shall need to fill the corresponding circle in the OMR sheet. There shall be no negative marking for a wrong option having been filled. In case a candidate does not wish to attempt a question, he/she will need to fill in the fifth circle/bubble in the OMR sheet. Failure to do so shall result in deduction of one mark. In other words, for every un-attempted question, there shall be negative marking of minus one mark.

## CHAPTER 5

### 5. PROCESS FOR RECRUITMENT OF GROUP C POSTS:

- (i) After publication of CET (Marks) in accordance with sub-clause (xi) of clause 7 of CET

notification dated 31.12.2024, the posts available for recruitment shall be advertised by the Commission along with the syllabus, procedure/manner of conducting skill and/or written examination of the advertised posts and last date for attaining minimum educational qualifications and/or experience. On the advertisement being issued, the Commission shall invite applications electronically of the eligible candidates based on the merit list of CET Score (Marks) to know whether the candidate is willing to appear for skill and/or written examination for that post.

(Provided that out of the candidates applying for the post, the maximum number of candidates eligible to appear for the skill and/or written examination shall be ten times the total number of posts advertised by the Commission. The eligible candidates shall apply electronically on the website of the Commission using their Registration Number. The last date for submission of application shall also be mentioned in the advertisement by the Commission).

- (ii) If the CET (Marks) of the last candidate who has applied for the post in terms of sub-clause (i) above is achieved by more than one candidate, then all the candidates at the cut off CET (Marks) who have applied for the post shall be entitled to be considered for appearing in the skill and/or written examination for the post(s) advertised by the Commission.
- (iii) On receipt of requisitions of the posts of different nomenclature but of similar educational qualifications and pay scales, the Commission shall be competent to hold one common skill and/or written examination with the condition that the distribution/allocation shall be on merit-based option given by the successful candidates for the post and/or Department.
- (iv) When the number of candidates applying under sub-clause (i) who are eligible is less than the number limit specified in the above said clause then the Commission may extend the date by publication on the website for enabling further eligible candidates to apply.
- (v) For consideration of a candidate against a post of general category, such candidate has to secure minimum 50% marks in the skill and/or written examination to be considered for selection/recruitment. In case of consideration against the reserved category post (whether vertical or horizontal) the candidate shall receive a concession @ 10% for the purpose of eligibility for the purpose of skill and/or written examination, i.e. the minimum cut off for such candidates shall be 40% because they have been given 10% concession in minimum marks.
- (vi) The Commission shall on the basis of marks obtained in the written/skill examination shortlist the candidates for selection, recommendation or waiting list in the respective categories and publish on the website in accordance with clause 12 of CET notification dated 31.12.2024.

For calculation of total marks of skill and/or written examination of a candidate, the marks obtained in skill and/or written examination shall be added to the score, if any, (like NCC in case of Police Recruitment etc.) to derive at the total marks of skill and/or written examination of the candidate.

- (vii) **The Commission reserves the right to review the formula to decide the maximum number of CET qualified candidates who shall be eligible to appear for the skill and/or written examination, in future whenever it feels the need for the same.**

**Note:- Save as otherwise provided in any instructions of Government, in case of non-availability of eligible candidate(s) of respective category after the skill and/or written examination for the post which remain unfilled shall be re-advertised as per reservation policy.**

## CHAPTER 6

### 6. Reservation:

- 6.1. The benefit of reservation will be given only to those DSC/OSC/BCA/BCB/EWS/PwD and ESM candidates who are bonafide resident of Haryana State and submit the application form against reserved category posts. The reserved category candidates belonging to other States/ UTs will be allowed to compete against the posts meant for general category only and will be considered as general category candidates.
- 6.2 Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies

for different categories comes under the domain of the concerned departments and Commission has nothing to do with the number of posts requisitioned under different categories. Benefit of reservation to the persons of reserved category will be as per Haryana Government instructions contained in letter No. 22/10/2013-1GS-III, dated 15.07.2014 and thereafter issued from time to time upto the date of advertisement shall be applicable.

With regard to the PwD category posts, in case a particular category of suitable PwD candidate as per advertisement is not available, then the other suitable PwD category candidate may be accommodated if permitted by the concerned department as per the instructions applicable.

6.3. The short-listing of candidates shall be done on the basis of particulars filled in online application form for which supporting documents shall be uploaded. After submission of online application form no change of particular at any stage shall be entertained.

6.4 (i) If any candidate belongs to DSC/OSC/BCA/BCB/EWS is/are selected in the open competition for direct recruitment on the basis of their own merit, they will not be counted against the quota reserved for Scheduled Castes/Backward classes, they will be treated as open competition candidates. However, such candidates should fulfill conditions of eligibility regarding age etc. as are meant for general category candidates.

(ii) Persons with disabilities selected on their own merit without relaxed standards alongwith other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in case of direct recruitment only, wherever reservation for persons with disabilities is admissible.

6.5. **BCA (Non- Creamy Layer) and BCB (Non-Creamy Layer):-**

The candidates belonging to BCA(Non-Creamy Layer)/BCB(Non-Creamy Layer) categories are directed to obtain the fresh/latest BCA or BCB certificate, as the case may be, as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024 (**Appendix F**).

**This certificate should have been issued on or after 01.04.2025 & on or before the closing date of application form.** BCA & BCB candidates of Haryana who fall in the creamy layer as specified by the Government of Haryana are not entitled for the benefit of reservation and they would be considered as General category candidates for all intents and purposes.

**Note 1: The BC-A/BC-B certificate issued for contesting the Panchayati Raj Elections shall not be considered.**

**Note 2: OBC certificate issued for jobs in Central Govt. shall not be considered.**

The valid proforma of the BC-A/BC-B certificate is annexed as **Annexure IV**. The certificates issued in the required proforma will only be considered.

6.6. **EWS category:-**

As per govt. instructions issued vide no. 22/12/2019-1GS-III, dated 25.02.2019, EWS certificate valid for State of Haryana (**Appendix-G**) on prescribed proforma (**Annexure –V A or Annexure-V B**) should be valid for the year in which the candidates have applied for the posts. **The EWS certificate should have been issued on or after 01.04.2025 and on or before the closing date of application form.**

**Note 1:- The certificate issued after the closing date of application shall not be considered under any circumstances.**

**Note 2:- EWS certificate issued for jobs in Central Govt. shall not be considered.**

**Note 3:- EWS certificate issued in Annexure-V A or in Annexure V B will be considered.**

6.7. **Deprived Scheduled Castes (DSC) and Other Scheduled Castes (OSC):-**

As per govt. instructions issued vide no. 22/163/2024-5HRIII, dated 13.11.2024, for the purpose of reservation in services, the Scheduled Castes in Haryana have been sub-categorized in two categories i.e. Deprived Scheduled Castes (DSC) and Other Scheduled Castes (OSC) and candidate should

- 7.4. The qualification of the scribe should be upto Matriculation only. Further, the scribe has to produce a valid ID proof in original alongwith a copy duly signed by the candidate as well as the scribe at the time of examination as per proforma at **Annexure-VIII**.
- 7.5. Scribe should not be a candidate of the same examination. If a candidate is detected assisting a **PwBD** candidate as scribe in the examination, then the candidature of both the candidates will be cancelled.
- 7.6. A compensatory time of 20 minutes per hour of examination will be provided to all the PwBD candidates referred in Point 7.1 and 7.2 above, thereby the total extra time comes to 35 minutes in addition to 105 minutes.
- 7.7. No attendant other than the scribe for eligible PwBD candidates will be allowed inside the examination hall.
- 7.8. The candidate has to make his/her own arrangement of a scribe.

## **CHAPTER 8**

### **8. Relaxation in Age:**

As per Haryana Govt. Instructions No. 22/06/2021-1GS-III, Dated 25th March, 2022, benefit of relaxation in upper age limit, applicable to various categories are annexed at (**Appendix-L**):

**Note:-** In accordance with withdrawal notice dated 02.07.2025, the Commission had withdrawn the vacancy advertised vide Advt. No. 10/2024 for various groups and categories mentioned in (**Annexure – I**). The candidates who had earlier applied against the said withdrawal posts are eligible for apply, however they have to apply afresh for these posts on the basis of their CET regn no.

## **CHAPTER 9**

### **9. Instruction for Submission of Application Form :**

- 9.1. Candidates are advised to read the advertisement, instructions and procedure carefully before start filling the online application form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information filled upon online application form and upload all documents before finally submitting the application form.
- 9.2. Candidates are advised to apply online well in advance without waiting for last date of submission of online application form. Before submission of the online application form, candidates must check that they have filled correct details in each field of the form. A candidate may submit his/her application form till the last date of submission of application form i.e. closing date. After final submission of application form, no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand etc. shall not be entertained and shall be deemed to be rejected.
- 9.3. After successful submission of online application form, candidates are advised to take final print out of online application form for record alongwith uploaded documents.
- 9.4. The hard copy of online application form along with all uploaded documents must be brought at the time when called upon to do so by Haryana Staff Selection Commission. Documents which have not been uploaded alongwith online application form shall not be entertained. However, HSSC may ask an additional document in support of already submitted document for more clarity, if required.
- 9.5. No offline application form or copy of downloaded application form in any mode will be accepted by the Haryana Staff Selection Commission.
- 9.6. Candidates who do not fulfill the qualifications/eligibility conditions on cutoff/closing date, their application form shall liable to be rejected. All the Certificates/Documents relating to educational qualification/eligibility conditions & experience etc. will be determined with regard to cut off/closing date as prescribed.
- 9.7. The Commission does not carry out the scrutiny of the physical documents at the time of submission of online application form and the same are checked only at the time of Scrutiny of documents (offline/online).

- 6. Variation in data of online application form and in original documents if detected at any stage.
- 7. Not uploading requisite certificate as prescribed.

CHAPTER 15

15. Commission’s Decision To Be Final

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the application form, penalty for false information, irreverent document(s)/information debarment of candidate for indulging in malpractices etc. will be final and will be binding on the candidates. No enquiry/correspondence will be entertained in this regard.

Commission can anytime call any candidate to re-capture their biometric data before the declaration of the result and even after it, if needed. In case of biometric (thumb or facial) mismatch of the data taken at any stage at the time of examination, at time of scrutiny, before making recommendation, at the time of joining or at any other stage, candidature of candidate will be cancelled on the ground of impersonation and he/she will be debarred from the future examinations. Criminal proceedings shall also be initiated against such candidates/impersonators.

If a candidate bypasses the biometric arrangements and does not provide his/her biometric/facial data or uses any other unfair means during the examination process, his/her candidature will be cancelled on attempt of cheating and impersonation and he/she will be debarred from the future examinations.

CHAPTER 16

16. Documents to be uploaded with Application Form (MANDATORY)

The detail of the documents, to be uploaded with the application form (category-wise) is mentioned as below:-

Sr. No.	Category	Documents to be uploaded (Mandatory)
1	General	<div>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</div> <div>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</div> <div>3. Scanned signature of the Candidate.</div> <div>4. Scanned copy of Aadhar Card.</div> <div>5. Undertaking as per Annexure IX.</div>
2	Deprived Scheduled Castes (DSC)/ Other Scheduled Castes (OSC)	<div>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</div> <div>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</div> <div>3. Scanned signature of the Candidate.</div> <div>4. Scanned copy of Aadhar Card.</div> <div>5. Haryana Bonafide Resident certificate.</div> <div>6. Scanned Copy of DSC or OSC certificate of Haryana as per Govt. instruction issued vide no. 22/163/2024-5HRIII, dated 13.11.2024.</div> <div>7. Any Other Reservation Certificates, If applicable.</div> <div>8. Undertaking as per Annexure IX.</div>
3	BC-A (Non-Creamy Layer)	<div>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</div> <div>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</div> <div>3. Scanned signature of the Candidate.</div> <div>4. Scanned copy of Aadhar Card.</div> <div>5. Haryana Bonafide Resident certificate.</div> <div>6. Scanned copy of BC-A (Non-Creamy Layer) certificate issued on or after 01.04.2025 as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024</div> <div>7. Any Other Reservation Certificates, If applicable.</div> <div>8. Undertaking as per Annexure IX.</div>
4	BC- B (Non-Creamy Layer)	<div>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</div> <div>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</div> <div>3. Scanned signature of the Candidate.</div>

		<ol style="list-style-type: none"> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Haryana Bonafide Resident certificate.</li> <li>6. Scanned copy of BC-B (Non-Creamy Layer) certificate issued on or after 01.04.2025 as per Haryana Government instructions No. 22/132/2013-1GS-III dated 22.03.2022, Government notification No. 40/13/2024-1SW dated 16.07.2024.</li> <li>7. Other Reservation Certificates, If applicable.</li> <li>8. Undertaking as per Annexure IX.</li> </ol>
5.	Economically Weaker Section (EWS)	<ol style="list-style-type: none"> <li>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>3. Scanned signature of the Candidate.</li> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Haryana Bonafide Resident certificate.</li> <li>6. Scanned copy of EWS certificate issued on or after 01.04.2025 as per Govt. Instruction dated 25.02.2019.</li> <li>7. Other Reservation Certificates, If applicable.</li> <li>8. Undertaking as per Annexure IX.</li> </ol>
6.	Ex-Serviceman	<ol style="list-style-type: none"> <li>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>3. Scanned signature of the Candidate.</li> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Haryana Bonafide Resident certificate.</li> <li>6. Discharge certificate/Discharge Book showing the date of entry into military and date of Release, Discharge, Clause of Discharge &amp; Cause of Discharge.</li> <li>7. Other Reservation Certificates, If applicable.</li> <li>8. Undertaking as per Annexure IX.</li> </ol>
7.	Disabled Ex-Serviceman	<ol style="list-style-type: none"> <li>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>3. Scanned signature of the Candidate.</li> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Haryana Bonafide Resident certificate.</li> <li>6. Valid document(s) issued by the competent authority which individually or jointly show the date of entry into Armed Forces and date of Release, Discharge, Clause of Discharge, Cause of Discharge, percentage of disability pension/disability element.</li> <li>7. Any Other Reservation Certificates, If applicable.</li> <li>8. Undertaking as per Annexure IX.</li> </ol>
8.	Family Member of Disabled Ex-Serviceman	<ol style="list-style-type: none"> <li>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> <li>3. Scanned signature of the Candidate.</li> <li>4. Scanned copy of Aadhar Card.</li> <li>5. Haryana Bonafide Resident certificate.</li> <li>6. Valid document(s) issued by the competent authority which individually or jointly show the date of entry into Armed Forces and date of Release, Discharge, Clause of Discharge, Cause of Discharge, percentage of disability pension/disability element to the father/mother or spouse of the candidate.</li> <li>7. The Eligibility Certificate issued/renewed to the candidate by respective District Sainik &amp; Ardh Sainik Welfare Office in Haryana on or after 03.02.2025 and on or before the closing date.</li> <li>8. Any Other Reservation Certificates, If applicable.</li> <li>9. Undertaking as per Annexure IX.</li> </ol>
9.	Family Member of Ex-Serviceman	<ol style="list-style-type: none"> <li>1. Scanned Copy of all the educational qualification certificates from Matriculation onwards (Certificate/Diploma/Degree etc.)</li> <li>2. Latest Scanned colored photograph with white background clearly mentioned date and name of the candidate on the photograph.</li> </ol>

Undertaking

I \_\_\_\_\_ S/o/D/o/W/o \_\_\_\_\_ R/o \_\_\_\_\_

undertake and declare as under:-

- 1. That I have read the advertisement no. 03/2026 carefully and thereafter have filled the present application form with correct particulars and no part of it has been kept concealed.
- 2. That I have filled the present application form and I myself am responsible for the particulars mentioned in the application form.
- 3. That I have not filled multiple application forms for CET (Group C) Advt. No. 03/2026.
- 4. That if at any stage, any of the information/particulars mentioned by me are found to be false, then my candidature may be cancelled without giving any notice and without providing any opportunity of hearing. Further, the criminal proceedings may also be initiated against me.

Deponent

Dated



**Appendix-A**  
**(Advt. No. 03/2026)**

**1. Details of Posts & Qualification:-**

Essential Qualification for all posts: -

i) Hindi or Sanskrit as one of the subject in Matric or Higher Education.

ii) Age : 18-42 years.

iii) Age relaxation as per instructions of Haryana Govt (for DSC/OSC/BC-A/BCB/ PWD/ ESM etc resident of Haryana, for detail please see Chapter 8 & Annexure-I of the Advertisement).

Group 1																			
Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM - Gen	ESM - DSC	ESM - OSC	ESM - BCA	ESM - BCB	Total	PWD			
																V H	H H	O H	M D
1.	Various Deptt./ Boards/ Corporation/ Commission etc.	Steno-Typist (Hindi)	FPL-2	76	20	17	28	16	20	16	2	1	4	8	208	1	0	2	2
Note:- Category 1 includes Economic & Statistical Analysis, Employment, Excise & Taxation, Fisheries, Labour, Prosecution, Registrar Cooperative Societies, Skill Development and Industrial Training, Haryana, Welfare of SC & BC																			
Cat. No.	Essential Education Qualification for the posts of Cat. No. 1																		
1.	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%)																		
Group 2																			
Cat. No.	Name of Department	Name of Post	Pay Scale	Gen	DSC	OSC	BCA	BCB	EWS	ESM - Gen	ESM - DSC	ESM - OSC	ESM - BCA	ESM - BCB	Total	PWD			
																V H	H H	O H	M D
2.	(i)Various Deptt./ Boards/ Corporation/ Commission etc.	Steno Typist (English)	FPL-2	215	48	36	56	33	42	24	7	3	12	10	486	3	3	8	4
	(ii) Haryana Dairy Development Cooperative Federation	Executive Assistant (Steno)	FPL-6	4	1	0	0	0	1	0	0	0	0	0	6	0	0	0	0
3.	(i)Various Deptt./ Boards/ Corporation/ Commission etc.	Junior Scale Stenographer (English)	FPL-4	3	1	0	1	0	0	0	0	0	0	0	5	0	1	0	0
	(ii) HSIIDC	Stenographer GR. II (English)	FPL-4	29	6	6	9	5	7	3	1	1	2	2	71	1	1	0	0
	(iii) Haryana Seeds Development Corporation Limited	Junior Scale Stenographer (English)	FPL-4	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
4.	Various Deptt./ Boards/ Corporation/ Commission etc.	Senior Scale Stenographer (English)	FPL - 6	20	5	4	7	3	6	5	1	0	1	2	54	0	0	0	0

Note Category No. 2 includes Administrator General & Official Trustee and Treasurer Charitable Endowments, Haryana., Agriculture, Architecture, Chief Electrical Inspector, Civil Aviation Department, Economic & Statistical Analysis, Food & Drugs (Admn.), Food & Supplies, Haryana Dairy Development Cooperative Federation, Haryana State Warehousing Corporation, Health, Irrigation & Water Resources, Kurukshetra Development Board, Labour, Local Audit, Public Health Engineering, PWD (B&R), Rural Development, Department, Secondary Education, Skill Development and Industrial Training, Haryana, Sports & Youth Affairs, Transport Department (Regulatory Wing), Urban Local Bodies, Women & Child Development.																			
Category No. 3 includes Haryana Seeds Development Corporation Limited, Hospitality Organisation Haryana, Local Audit, Skill Development and Industrial Training, Haryana, Haryana State Industrial and Infrastructure Development Corporations Ltd																			
Category No. 4 includes Excise & Taxation, Irrigation and water resources, Prosecution, Secondary Education																			
Cat . No.	Essential Education Qualification for the posts of Cat. No. 2 to 4																		
2	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university.English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%																		
	(ii) Graduate. Marks 60% or above with 1 year experience with minimum typing speed in English of 35 words per minute on Computer and Shorthand speed 80 words per minute or typing speed in Hindi 30 words per minute on Computer and Shorthand 64 words per minute.																		
3.	(i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. (English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8%.)																		
	(ii) Graduate (IInd Division) with English Shorthand/Typewriting speed at 100/40 w.p.m. respectively with 5 yrs. relevant experience.																		
	(iii) Graduate from a recognized University. ii) Should have passed a competitive test held by the Corporation at the time of recruitment at a minimum speed of 100 WPM in shorthand and 40 WPM in type-writing. iii)Minimum 2 yrs. Experience as Steno-typist.																		
4.	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%.)																		
Group 3																			
Cat. No.	Name of Departm ent	Name of Post	Pay Scal e	Gen	DSC	OSC	BCA	BCB	EWS	ESM - Gen	ESM - DSC	ESM - OSC	ESM - BCA	ESM - BCB	Total	PWD			
																V H	H H	O H	M D
5.	Various Deptt./ Boards/ Corporation/ Commission etc.	Steno Typist (Both)	FPL-2	273	80	46	93	61	63	49	5	3	13	10	696	9	3	10	2
6.	Various Deptt./ Boards/ Corporation/ Commission etc.	Junior Scale Stenographer (Both)	FPL-4	70	19	11	25	12	18	11	1	0	3	3	173	4	1	1	0
7.	Various Deptt./ Boards/ Corporation/ Commission etc.	Senior Scale Stenographer (Both)	FPL-6	27	7	3	5	3	9	1	1	0	1	2	59	0	0	1	0
Note Category No. 5 includes Advocate General, Agriculture, Chief Electoral Officer, Chief Secretary to Government Haryana, Development and Panchayats, DG Police, Directorate of Medical Education and Research, Haryana, DPR, Directorate of micro, Small and Medium Enterprisees (MSME), ESI health care, Excise & Taxation, Electronic and Information Technology, Food Supplies, Forest, HAFED, Haryana State Cooperative Labour& Construction Federation Ltd. (L/C Federation), Haryana Tourism Corporation Limited, Haryana Power Generation Corporation Ltd. Haryana Shehri Vikas Pradhikaran, Haryana State Agriculture Marketing Board, Haryana State Federation of Coop. Sugar Mills Ltd., Haryana State Pollution Control Board, Health, Irrigation & Water Resources, Mines & Geology, New and Renewable Energy Department, New and Renewable Energy Department, Police Housing Corporation, Revenue & Disaster Management, state transport, Town & Country Planning, Treasury & Account, Department, Urban Estate																			
Category No. 6 includes Archives Department, Chief Electoral Officer, Civil Aviation Department, Dakshin Haryana Bijli Vitran Nigam (DHBVN), DG Police, Directorate of Micro,Small and Medium Enterprises (MSME), DPR, Food & Supplies, Haryana Power Generation Corporation Ltd, Haryana Shehri Vikas Pradhikaran, Haryana State Federation of Coop. Sugar Mills Ltd., Haryana State Pollution Control Board, Irrigation & Water Resources, Registrar Cooperative Societies, Revenue & Disaster Management, Secondary Education, Town & Country Planning, Women & Child development.																			
Category No. 7 includes Advocate General, Chief Electoral Officer, Dg Police, Directorate of Micro, Small and Medium Enterprises (MSME), Enviornment Depatment, Excise & Taxation, Forest, Haryana shehri vikas pradhikarn, Haryana State Agriculture Marketing Board, New and Renewable Energy Department, Registrar Cooperative Societies, Revenue & Disaster Management, Urban Local Bodies																			
Cat . No.	Essential Education Qualification for the posts of Cat. No. 5 to 7																		
5	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8% AND Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%)																		
	6																		
6	i) 10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8% AND Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 8%																		

	Note:- For Haryana Pollution Control Board ,mistakes should not exceed 4%
7	i)10+2/10+2 1st Division/10+2 Vocational/Graduation/Graduation with 60% or its equivalent from a recognised board/university. English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4% AND Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 4%

**No. 17/20/2015-3GS-II**  
**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**(General Services-II Branch)**

Dated: Chandigarh, the 22<sup>nd</sup> February, 2021

To

1. All the Administrative Secretaries to Govt. Haryana,
2. All the Heads of Departments of Haryana,
3. All the Managing Directors/Heads of Board/Corporations of Haryana,
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Registrars of Universities in Haryana,

**Subject:** **Equivalence of qualification for the purpose of higher education and employment – diploma courses under the aegis of Technical Education Department, Haryana or ITI certificate courses of different durations under the aegis of Skill Development and Industrial Training Department, Haryana.**

Sir/Madam,

I am directed to invite your attention on the subject noted above and to say that the matter regarding equivalence of diploma courses under the aegis of Technical Education Department, Haryana with 10+2 of Board of School Education Haryana, Bhiwani and ITI certificate courses of different durations under the aegis of Skill Development and Industrial Training Department, Haryana with Matric or 10+2 of Board of School Education Haryana, Bhiwani was under consideration of the State Government. After careful consideration following decision in this regard has been taken by the Government:-

Sr. No.	<b>Equivalence of Diploma Courses of Technical Education Department Haryana OR ITI Certificate Courses of Skill Development and Industrial Training Department, Haryana</b>	
1.	<b>Qualification equivalent to 10+2 of Art Stream only ➡</b>	<p><i>Matriculation with one year ITI certificate course under NCVT/SCVT from any ITI running under the aegis of Skill Development and Industrial Training Department, Haryana and also possessing National Apprentices Certificate after completing minimum one year Apprenticeship Training under the Apprentices Act 1961.</i></p> <p><i>Provided the candidate will have to qualify either Hindi or English as an additional subject of 10+2 examination from the Board of School Education Haryana, Bhiwani.</i></p>
2.	<b>Qualification equivalent to 10+2 of Art Stream only ➡</b>	<p><i>Matriculation with two years' ITI certificate course under NCVT/SCVT from any ITI running under the aegis of Skill Development and Industrial training Department, Haryana:</i></p> <p><i>Provided the candidate will have to qualify either Hindi or English as an additional subject of 10+2 examination from the Board of School Education Haryana, Bhiwani.</i></p>



3.	Qualification equivalent to 10+2 of Art Stream only ➡	Matriculation with minimum two years' diploma course running under aegis of Technical Education Department, Haryana and affiliated to the Haryana State Board of Technical Education, Panchkula.
4.	Qualification equivalent to Matric ➡	Middle with one year ITI certificate course under NCVT/SCVT from any ITI running under the aegis of Skill Development and Industrial Training Department, Haryana and also possessing of National Apprentices Certificate after completing minimum one year Apprenticeship Training under the Apprentices Act 1961: Provided both Hindi and English as additional subjects of Matriculation examination will have to be qualified from the Board of School Education Haryana, Bhiwani.
5.	Qualification equivalent to Matric ➡	Middle with two years' ITI certificate course under NCVT/SCVT from any ITI running under the aegis of Skill Development and Industrial training Department, Haryana: Provided both Hindi and English as additional subjects of Matriculation examination will have to be qualified from the Board of School Education Haryana, Bhiwani.

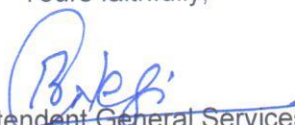
**Note:** The percentage of marks obtained by the candidate while acquiring Diploma qualification under the aegis of Technical Education Department, Haryana and awarded by Haryana State Board of Technical Education, Panchkula shall be treated as equivalent percentage under equivalent qualification of 10+2 of the Board of School Education Haryana, Bhiwani for the purposes mentioned above.

Similarly, the percentage of marks obtained by the candidate while acquiring ITI Certificate course under NCVT/SCVT shall be treated as equivalent percentage under respectively equivalent qualification of 10<sup>th</sup>/10+2 of the Board of School Education Haryana, Bhiwani for the purposes mentioned above.

2. The candidates having above qualifications will be treated equal to Matric/10+2, as the case may be, for the purpose of higher education and employment in all the Government Departments/Boards/Corporations/Universities/Public Sector Undertakings etc.

3. These instructions may please be brought to the notice of all concerned.

Yours faithfully,

  
Superintendent General Services-II  
for Chief Secretary to Govt. Haryana

**Syllabus for Stenography Skill Test for all type of Stenographer Posts**

Sr. No.	Name of post(s)	Shorthand criteria
1	Steno-Typist (Hindi) Various Departments/Boards & Corporations etc	(Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%)
2	Steno-Typist (English) Various Departments/Boards & Corporations etc.	(English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%.)
3	Junior Scale Stenographer (English )/Executive Assistant (Steno), Stenography Grade-II (English), Various Departments/Boards & Corporations.	(English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8%.)
4	Senior Scale Stenographer (English), Various Departments/ Boards & Corporations.	(English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%.)
5	Steno-Typist (Both Languages) Various Departments/Boards & Corporations.	(English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8% AND Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%)
6	Junior Scale Stenographer (Both Languages), Various Departments/ Boards & Corporations.	(English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8% AND Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 8%) Note:- For Haryana Pollution Control Board mistakes should not exceed 4%
7	Senior Scale Stenographer (Both Languages), Various Departments/ Boards & Corporations.	(English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4% AND Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 4%)

**Note:-Shorthand and transcription test for the above said posts shall be conducted as computer based test in Kruti Dev 10 for Hindi in font 14 & Arial for English in font 12 with line spacing 1.5 point for Stenography skill test.**

**Evaluation Scheme**

**Full Mistakes: - The following mistakes are treated as full mistakes.**

1. Every **Omission** of a word or figure.
2. Every **substitution** of a word or figure in place of word or figure as dictated.
3. Every **addition** of a word or figure or a group of words or figures not occurred in the passage dictated.
4. Wrong use of capital letter for small letter and vice-versa.
5. Where there is **no space** between two words in that case a Mistake will be counted.

However, undesired space between the two words will be ignored but if there is undesired space between a word and Full Stop(.) then one mistake will be counted.

**Half-Mistakes: - The following mistakes are treated as half mistakes.**

- 1. Using singular or plural noun and vice versa.
- 2. Using of small letter at the beginning of the sentence.

**Note:-**

- i. More than one error in a **single** word: All the errors are counted but the total mistakes counted in a single word will be treated as one mistake.
- ii. Substitution of currency value with words or figures will also be ignored.
- iii. No mistake of paragraph indenting.
- iv. Substitution of the way of writing dates will be ignored for example: 04 July, 1990 or 04/07/1990 or 04.07.1990.
- v. There are some more types of examples which can be typed either way will be ignorable or similar type of words will be ignorable: e.g.

%	-	Percent
&	-	and
₹	-	Rs. - Rupees
Ld.	-	Learned
v/s	-	vs. -Versus
u/s	-	Under Section

- vi. However, arbitrary abbreviation will be treated as a mistake.

चंद्रबिंदु की जगह बिंदु या बिंदु की जगह चंद्र बिंदु के प्रयोग को सही माना जाएगा जैसे 'चांद' अथवा 'चाँद', 'हूँ' अथवा 'हूँ'। स्टैनो हिन्दी के पेपर में दो शब्द के बीच लगे हाईफन की गलती जैसे विचार-विमर्श, काम-काज, विषय-वस्तु, इत्यादि को भी इग्नोर (ignore) किया जायेगा।

**GROUP-1 (Level of Exam- Craftsman Training Scheme/CTS) Advt. No. 03/2026**

**Written examination syllabus for Steno Typist(Hindi).**

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1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc. -  
(Weightage 20%)

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc. -  
(Weightage 10% )

3) Subject related syllabus- (Weightage 70%)

व्यंजनों का वर्गक्रमानुसार प्रयोग एवं व्यंजन रेखाओं को मिलाने का प्रयोग।

दीर्घ एवं लघु स्वरों का प्रयोग, बिंदु एवं डैश स्वरों का प्रयोग, माध्यमिक स्वर इत्यादि का प्रयोग आदि। पूर्व एवं पश्च स्वर।

शब्द चिह्न संक्षिप्ताक्षर एवं वाक्यांशों का, शब्दाक्षर, क्रिया विभक्तियों का प्रयोग एवं हैं का प्रयोग

द्विस्वर/दो स्वरों का प्रयोग, द्विस्वर एवं त्रिस्वर का प्रयोग, द्विस्वर एवं त्रिस्वर संबंधी, त्रिस्वर चिह्नों पर अनुस्वार शब्दचिह्न एवं वाक्यांशों इत्यादि में द्विस्वर व शब्दाक्षर त्रिस्वरों का प्रयोग।

त वर्ग का प्रयोग व्यंजनों की वैकल्पिक रेखाओं का, ह, ल, र, प्रयोग।

अर्धस्वर वय के अर्धवृत्त प्रयोग।

छोटे वृत्तों के प्रयोगमाध्यमिक एवं अंतिम, आरम्भिक वृत्त स, ज के प्रयोग। भा, वृत्त स

बड़ा वृत्त, सश, अंतिम सस/आरम्भिक स्व तथा माध्यमिक-सज आदि का प्रयोग।

अंडाकार वृत्त या छोटा लूप बड़ा अंडाकार वृत्त, स्ट, स्थ, स्त, स्टर के प्रयोग।/स्तर

अनुनासिक व्यंजन अनुस्वार एवं अनुनासिक स्वर अनुनासिक्य का प्रयोग।

व्यंजन रेखाओं पर आरम्भिक हुक (अंकुश), आरम्भिक र तथा ल के प्रयोग।

अंतिम हुक नय हुकों का प्रयोग। /व/फ, ण/

अंतिम बड़े हुक या शन संयुक्त व्यंजनों का शण का प्रयोग, अभ्यास एवं अर्धवर्त्त य तथा व का प्रयोग।  
अर्धकरण सिद्धांत – व्यंजन रेखाओं को साधारण लंबाई से आधा कर एवं अन्य व्यंजन जोड़ना।

द्विगुण सिद्धांत – व्यंजन रेखाओं को दुगुना कर उनमें कर/कार/दर/दार/तर/तार/टर/डर इत्यादि व्यंजनों का योग।

उपसर्ग, प्रत्यय की प्रतिनिधि रेखाओं, मुद्राओं का प्रयोग एवं वाक्यांशों का प्रयोग।

नोट :- हिन्दी आशुलिपिक की वस्तुनिष्ठ लिखित परीक्षा के प्रश्न विशिष्ट प्रणाली/पद्धति तथा नवीन प्रणाली /पद्धति पर आधारित होंगे। अभ्यर्थी अपनी सुविधानुसार किसी एक प्रणाली/ पद्धति में उत्तर दे सकता है।

**Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.**



**GROUP-2 (Level of Exam- Craftsman Training Scheme/CTS) Advt. No. 03/2026**

**Common written examination syllabus for Steno Typist(English)/ Junior Scale Steno.(English)/ Senior Scale Steno.(English)/Stenography Grade-II (English).**

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**1)** General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc. -

**(Weightage 20%)**

**2)** Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc. -

**(Weightage 10%)**

**3) Subject related syllabus-**

**(Weightage 70%)**

Various joining Consonants, vowels and its application, Pair of straight consonant, heavy and light consonants, curve strokes & horizontal strokes, two or three consonant, the various word to maintain the position of long, short, dot, dash, preceding, following & intervening vowels, long and short vowels, sign of the vowels, position of the vowel, preceding and following vowels, Intervening Vowels,. 2. Logograms, grammalogues, contraction. Distinguish between tick and dot 'the'. Dipthong and Triphone, the strokes R & H, thick R & L, abbreviated W.

Various types of H & upward SH, small circle for S & Z, Large circle for SW/large loop & small loop(ST/SD/STR). Direction of SHR & SHL and alternative forms, Double Consonant, direction of the double consonant.Curved hook and compound consonant, curved hooked strokes, alternative forms of curved strokes, different types of hook, Use of shun after circle, Use of shun after certain strokes. , Halving Principles. Use halving strokes for T& D, Use halving of MP/MB/NG hooked. Doubling Principles, Use Doubling of strokes for T or D. Use Doubling of MP/MB/NG & L, prefixes, suffixes, monetary units, contraction, essential vowels.

**Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.**

**GROUP-3 (Level of Exam- Craftsman Training Scheme/CTS) Advt. No. 03/2026**

**Common written examination syllabus for Steno Typist(Both languages)/ Junior Scale  
Steno.( Both languages)/ Senior Scale Steno.  
( Both languages).**

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1) General awareness, Reasoning, Mathematics, Science, History including Haryana related history, current affairs, literature, Geography, Civics, Environment, Culture etc. -  
(Weightage 20%)

2) Computer terminology, Fundamentals, word software, excel software, Power point, internet, web browsing, Communication, emails, downloading and uploading data on websites etc. -  
(Weightage 10%)

**3) Subject related syllabus- (Weightage 70%)**

Various joining Consonants, vowels and its application, Pair of straight consonant, heavy and light consonants, curve strokes & horizontal strokes, two or three consonant, the various word to maintain the position of long, short, dot, dash, preceding, following & intervening vowels, long and short vowels, sign of the vowels, position of the vowel, preceding and following vowels, Intervening Vowels,.

2. Logograms, grammalogues, contraction. Distinguish between tick and dot 'the'. Dipthong and Triphone, the strokes R & H, thick R & L, abbreviated W.

Various types of H & upward SH, small circle for S & Z, Large circle for SW/large loop & small loop(ST/SD/STR). Direction of SHR & SHL and alternative forms, Double Consonant, direction of the double consonant. Curved hook and compound consonant, curved hooked strokes, alternative forms of curved strokes, different types of hook, Use of shun after circle, Use of shun after certain strokes., Halving Principles. Use halving strokes for T& D, Use halving of MP/MB/NG hooked. Doubling Principles, Use Doubling of strokes for T or D. Use Doubling of MP/MB/NG & L, prefixes, suffixes, monetary units , contraction, essential vowels.

व्यंजनों का वर्गक्रमानुसार प्रयोग एवं व्यंजन रेखाओं को मिलाने का प्रयोग।

दीर्घ एवं लघु स्वरों का प्रयोग, बिंदु एवं डैश स्वरों का प्रयोग, माध्यमिक स्वर इत्यादि का प्रयोग आदि। पूर्व एवं पश्च स्वर।

शब्द चिह्न संक्षिप्ताक्षर एवं वाक्यांशों का, शब्दाक्षर, क्रिया विभक्तियों का प्रयोग एवं हैं का प्रयोग

द्विस्वर/दो स्वरों का प्रयोग, द्विस्वर एवं त्रिस्वर का प्रयोग, द्विस्वर एवं त्रिस्वर संबंधी, त्रिस्वर चिह्नों पर अनुस्वार शब्दचिह्न एवं वाक्यांशों इत्यादि में द्विस्वर व शब्दाक्षर त्रिस्वरों का प्रयोग।

त वर्ग का प्रयोग व्यंजनों की वैकल्पिक रेखाओं का, ह, ल, र, प्रयोग।

अर्धस्वर वय के अर्धवृत्त प्रयोग।

छोटे वृत्तों के प्रयोगमाध्यमिक एवं अंतिम, आरम्भिक वृत्त स, ज के प्रयोग। भा, वृत्त स

बड़ा वृत्त, सश, अंतिम सस/आरम्भिक स्व तथा माध्यमिक—सज आदि का प्रयोग।

अंडाकार वृत्त या छोटा लूप बड़ा अंडाकार वृत्त, स्ट, स्थ, स्त, स्टर के प्रयोग।/स्तर

अनुनासिक व्यंजन अनुस्वार एवं अनुनासिक स्वर अनुनासिक्य का प्रयोग।

व्यंजन रेखाओं पर आरम्भिक हुक (अंकुश), आरम्भिक र तथा ल के प्रयोग।

अंतिम हुक नय हुकों का प्रयोग। /व/फ, ण/

अंतिम बड़े हुक या शन संयुक्त व्यंजनों का शण का प्रयोग, अभ्यास एवं अर्धवर्त य तथा व का प्रयोग।  
अर्धकरण सिद्धांत – व्यंजन रेखाओं को साधारण लंबाई से आधा कर एवं अन्य व्यंजन जोड़ना।

द्विगुण सिद्धांत – व्यंजन रेखाओं को दुगुना कर उनमें कर/कार/दर/दार/तर/तार/टर/डर इत्यादि व्यंजनों का योग।

उपसर्ग, प्रत्यय की प्रतिनिधि रेखाओं, मुद्राओं का प्रयोग एवं वाक्यांशों का प्रयोग।

नोट :- हिन्दी आशुलिपिक की वस्तुनिष्ठ लिखित परीक्षा के प्रश्न विशिष्ट प्रणाली/पद्धति तथा नवीन प्रणाली /पद्धति पर आधारित होंगे। अभ्यर्थी अपनी सुविधानुसार किसी एक प्रणाली/ पद्धति में उत्तर दे सकता है।

**Important Note: The Weightage as mentioned against the syllabus is tentative & may vary.**