

EPFO Stenographer, SSA Syllabus 2023 and Exam Pattern, PDF Download



EPFO Stenographer, SSA Syllabus 2023 and Exam Pattern

Must possess a Bachelor's Degree from a recognized university as of the closing date for online registration of application. 3.2 A typing speed of 35 words per minute in English or 30 words per minute in Hindi on a computer. (35 words per minute and 30 words per minute correspond to 10500 Key Depression per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. Time allowed - ten minutes.

EPFO Stenographer, SSA Syllabus For General Awareness

- Financial Awareness
- Current Affairs
- Static Awareness
- Government Schemes and Policies
- Banking and Insurance Awareness

EPFO Stenographer, SSA Syllabus For Reasoning Ability/General Aptitude

- Syllogism
- Inequalities
- Puzzles

- Direction Sense
- Blood-Relation
- Order and Ranking
- Coding-Decoding
- Machine Input-Output
- Data Sufficiency
- Seating Arrangements
- Logical Reasoning (Passage Inference, Statement and Assumption, Conclusion, Argument)
- Alpha-Numeric-Symbol Series

EPFO Stenographer, SSA Syllabus For Computer Awareness

- Internet
- Computer Memory
- Computer Software
- Computer Languages
- Operating System
- Computer Network
- Computer Hardware and I/O Devices
- History and Generation of Computers
- Introduction to Computer Organisation
- Number System and Conversions
- Computer and Network Security
- MS Office Suite and Shortcut keys
- Basics of DBMS

EPFO Stenographer, SSA Syllabus For Numerical Aptitude

- Number Series
- Data Sufficiency
- HCF and LCM
- Profit and Loss
- SI & CI
- Average
- Ratio and Proportion
- Problem on Ages
- Work and Time
- Probability
- Mensuration
- Partnership
- Problems on Trains
- Mixture and Allegation
- Pipes and Cisterns
- Speed Distance and Time
- Permutation and Combination
- Problems on Boats and Stream
- Approximation and Simplification

- Data Interpretation (Bar Graph, Line Chart, Tabular, Caselet, Radar/Web, Pie Chart)
- Inequalities (Quadratic Equations, Quantity 1, Quantity 2)

EPFO Stenographer, SSA Syllabus For English

- Odd Sentence
- Para Jumbles
- Inference
- Connectors
- Cloze Test
- Word Usage
- Sentence Completion
- Paragraph Conclusion
- Phrase Replacement
- Phrasal Verb-Related Questions
- Error Detection Questions
- Reading comprehension
- Vocab Based Questions
- Fillers (Double fillers, Multiple Sentence Fillers, Sentence Fillers)

EPFO SSA, Steno Selection Process For Year 2023 Exam

Scheme of Examination for the post of Social Security Assistant is as under :-

Social Security Assistant (SSA) Post

- Phase I- Examination
- Phase II-Computer Skill Test (Computer Data Entry Test)

Stenographer

- Phase I- Examination
- Phase II- Examination (Skill Test in Stenography)

Social Security Assistant (SSA) Exam Pattern

Check the details of Social Security Assistant (SSA) Exam Pattern from the below given article.

Phase I- Examination

- Total Question: 150
- Total Marks: 600
- Total Time: 02 Hours and 30 Minutes
- Correct Answer: 4 Marks
- Negative Marking: Yes(1/4) Marks

- Phase-I marks will be considered for final selection on merit.
- *English comprehension shall be objective

Subject	Ques/ Marks
General Aptitude	30/120
General Knowledge/ General Awareness	30/120
Quantitative Ability	30/120
General English	50/200
Computer	10/40
Total	150/600

Phase II-Computer Skill Test (Computer Data Entry Test)

Candidates will be required to appear for the Skill Test to assess speed and accuracy for Data Entry Work. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on a computer. (35 words per minute and 30 words per minute correspond to 10500 Key Depressions Per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. Candidates short-listed for the Skill Test will have to appear for a Skill Test.

NOTE: Computer Skill Test will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

Qualifying Marks:

- Qualifying Marks in Phase-I (Main Exam.) will be decided as per discretion of EPFO.

Process for Arriving at Scores:

- If the examination is held in more than one session, the process of moderation will follow to ensure fairness.

Stenographer Exam Pattern

Check the Stenographer Phase I & II Exam Pattern from the below section.

Phase I- Examination

- Total Question: 200

- Total Marks: 800
- Total Time: 02 Hours 10 Minutes
- Correct Answer: 4 Marks
- Negative Marking: Yes(1/4) Marks
- The candidates will be shortlisted for Phase II in the ratio of 1:10 i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase-I.

Subject	Ques/ Marks
General Aptitude	50/200
General Awareness	50/200
English Language and Comprehension	100/400
Total	200/800

Phase II Examination (Skill Test in Stenography)

The candidates who are shortlisted in the Phase-I Examination will be required to appear in the Skill Test for Stenography. Time allotted is as under

Dictation:

- Ten minutes at the rate of eighty words per minute. (Dictation will be computer-based)

Transcription:

- Fifty minutes (English) / Sixty-five minutes (Hindi). (Only on the computer)

NOTE:

- Skill Test in Stenography will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

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