



No. Rectt/Admin Posts/2024-Pers

दिनांक/Dated: 16.05.2025

सूचना / NOTICE

विषय : विज्ञापन संख्या 01/2025 के अंतर्गत “कनिष्ठ सचिवालय सहायक” तथा “कनिष्ठ आशुलिपिक” के पद हेतु टाइपिंग तथा आशुलिपिक परीक्षा

Sub : Conduct of Typing Test and Proficiency test in stenography for the post of Junior Secretariat Assistant and Jr. Stenographer in accordance with Advt. No.01/2025

इस संस्थान की समसंख्यक अधिसूचनाओं दिनांक 29 अप्रैल, 2025 और 05 मई, 2025 जिनके माध्यम से कनिष्ठ सचिवालय सहायक” तथा “कनिष्ठ आशुलिपिक” के पदों हेतु योग्य पाये गए अभ्यर्थियों की सूची अधिसूचित की गई थी, के अनुसरण में सभी संबंध को यह सूचित किया जाता है कि उपरोक्त अधिसूचना में शॉर्टलिस्ट किए गए उम्मीदवारों की टाइपिंग तथा आशुलिपिक परीक्षा निम्न कार्यक्रम के अनुसार कराई जाएगी:

In continuation of this Institute's Notifications of even number dated 29th April, 2025 and 05th May, 2025 wherein the lists of shortlisted candidates found eligible for typing test and proficiency test in stenography for “**Jr. Secretariat Assistant**” and “**Jr. Stenographer**” posts were notified, it is for information of all concerned that the Typing Test and proficiency test in stenographer will be conducted as under:

Date and Venue for Typing Test for JUNIOR SECRETARIAT ASSISTANT Posts

Venue	All India Institute of Local Self-Government(AIILSG), D 22-23, Pankha Road, Janakpuri, Near IITM College, New Delhi-110058 [Landmark: Sagarpur Bus Stop]
Date of Typing Test	28 th & 29 th May, 2025 (Wednesday & Thursday)

Date and Venue for Proficiency Test in Stenography for JUNIOR STENOGRAPHER Posts

Venue	All India Institute of Local Self-Government(AIILSG), D 22-23, Pankha Road, Janakpuri, Near IITM College, New Delhi-110058 [Landmark: Sagarpur Bus Stop]
Date of Proficiency Test in Stenography	30 th May, 2025 (Friday)

The exact time of reporting of candidates at the examination venue, start time of the test will be notified separately and will also be mentioned in the Admit Card of the candidates.

The candidates are advised to make their arrangements of travel and accommodation accordingly. No TA/DA shall be paid to the candidates for appearing in the Typing/Proficiency Test in Stenography.

Typing Test Scheme notified vide Advt. No. 01/2025

Time Allowed	10 minutes
English Typing	35 words per minutes in Computer (35 w.p.m, correspond to 10500 KDPH on an average of 5 key depressions for each word)
Hindi Typing*	30 words per minutes in Computer (30 w.p.m, correspond to 9000 KDPH on an average of 5 key depressions for each word)

Note: The typing test in Hindi will be conducted in Fonts "KrutiDev010" or "Mangal" (as opted by the candidate) in respect of the candidates opting "Hindi" as medium of typing test.

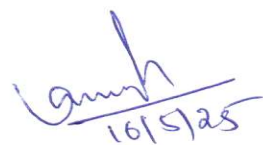
Stenography Test Scheme notified vide Advt. No. 01/2025

The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates in the Application Form) at the speed of 80 w.p.m. for the post of Junior Stenographer. The transcription time is as follows:

S. No.	Language of Skill Test	Transcript Time duration (in minutes)	Time duration (in minutes) for the candidates eligible for scribe
1.	English	50	70
2.	Hindi	65	90

For method of calculation of speed of typing test and proficiency test in stenography the candidates may refer to the notification of even No. dated May 13, 2025 available on the Institute website <https://www.iip.res.in>.

Note: The Admit Card can be downloaded by the candidates from the Institute website <https://www.iip.res.in>. The link for which will be notified separately.


16/5/25

(विश्वेन्द्र डोगरा/Vishvender Dogra)
अनुभाग अधिकारी/Section Officer

प्रतिलिपि:-

1. प्रमुख आईटी - संस्थान के वेबसाइट में अपलोड करने हेतु
2. संस्थान के सभी सूचना पट्ट