



SIKKIM PUBLIC SERVICE COMMISSION

TOTAL MARKS: 75

Time: 55 minutes

PRATICAL – SHORTHAND AND COMPUTER PROFICIENCY TEST
FOR
DIRECT RECRUITMENT OF STENOGRAPHER GRADE-III UNDER SIKKIM
STATE STENOGRAPHERS' SERVICES

Date: 26th March 2017

1. Transcribe the dictation of the essay of 500 words. (50 marks)
(30 minutes)
2. Speed passage of 300 words. (10 marks)
(10 minutes)
3. Write a letter to the Principal, Sikkim Government College, Tadong requesting her to consider your candidature for the post of stenographer in the College as advertised vide Advertisement No.01/SGC/2017 Dated: 22/03/2017 giving your bio-data in a table format as given below. (15 marks)
(15 minutes)

Name	
Date of Birth	
Gender	
Qualification	
Experience	