

SSC Stenographer Syllabus 2026

Staff Selection Commission — Stenographer Grade C & Grade D

Vacancies	Announced yearly for Stenographer Grade C & D posts across central ministries and departments
Age Limit	Grade C: 18–30 years; Grade D: 18–27 years (relaxation per government norms)
Qualification	Passed Class 12 (10+2) from a recognised Board or equivalent
Application Fee	■100 (General/OBC/EWS male candidates). Women and SC/ST/PwD/ESM candidates are exempted.
Official Website	ssc.gov.in
Last Reviewed	22 Mar 2026

Overview

SSC Stenographer recruits Stenographers Grade C and Grade D for various central government ministries and departments. It follows a single computer-based objective exam, followed by a Skill Test in stenography that is the true differentiator between candidates — clearing the written stage only earns you a shot at the dictation-and-transcription test, where shorthand speed and transcription accuracy decide final selection. Because the written syllabus overlaps heavily with SSC CHSL, many candidates prepare for both exams together and specialise in stenography skill separately.

What's New in the 2026 Cycle

- Single computer-based exam stage (no Tier II CBT) — followed directly by the Skill Test in Stenography.
- Skill Test speed requirements differ by grade: Grade C generally requires a higher dictation speed than Grade D.
- Transcription time allowance differs for English and Hindi stenography.
- No interview — final selection is based on the CBE plus the qualifying/merit-linked Skill Test as per current scheme.

Exam Pattern

Computer-Based Examination (CBE)

Mode: Online, objective MCQ | Duration: 2 hours (extra time for eligible PwD candidates)

Section	Questions	Marks
General Intelligence & Reasoning	50	50
General Awareness	50	50
English Language & Comprehension	100	100

Negative marking: 0.25 mark deducted per wrong answer | **Nature:** Qualifying/merit-determining for admission to the Skill Test.

Skill Test in Stenography

Mode: Dictation & transcription on computer | Duration: Dictation ~10 minutes; transcription time varies by grade and language

Section	Questions	Marks
Dictation (English/Hindi)	—	Qualifying
Transcription on computer	—	Qualifying

Negative marking: Not applicable — qualifying, based on accuracy percentage | **Nature:** Mandatory qualifying stage; error percentage must stay within the prescribed limit.

SSC Stenographer — Detailed Subject-Wise Syllabus

General Intelligence & Reasoning

Standard SSC-pattern reasoning; consistent timed practice is the fastest route to improvement.

- Analogy, similarities & differences
- Spatial orientation & visualisation
- Coding-decoding
- Problem-solving & analysis
- Arithmetical & figural classification
- Non-verbal reasoning

General Awareness

Broad current-affairs section — build a steady weekly revision habit rather than last-minute cramming.

- Current affairs — national & international
- India & neighbouring countries
- History, geography & culture
- Polity, economy & general science
- Sports, awards & important days

English Language & Comprehension

Carries the largest weightage in the CBE — prioritise vocabulary and error-spotting practice early.

- Grammar & sentence structure
- Vocabulary — synonyms, antonyms, one-word substitution
- Error spotting & sentence improvement
- Cloze test & para jumbles
- Reading comprehension

Stenography Skill Test

The actual selection differentiator — begin shorthand practice in parallel with written prep, since speed-building takes months.

- Shorthand dictation at prescribed speed (grade-specific, English or Hindi)
- Accurate transcription within the allotted time window
- Error percentage must stay within the prescribed qualifying limit

Selection Process

- 1 Computer-Based Examination (CBE).
- 2 Skill Test in Stenography — dictation and transcription.
- 3 Document Verification.
- 4 Final result based on CBE performance plus qualifying the Skill Test.

Salary & Job Profile

Stenographer Grade C posts are placed in Pay Level 6 (■35,400–■1,12,400), while Grade D posts fall in Pay Level 4 (■25,500–■81,100), with Dearness Allowance, HRA and Transport Allowance added depending on the recruiting department.

Best Books for Preparation

- Objective General English — S.P. Bakshi (Arihant)
- A Modern Approach to Verbal & Non-Verbal Reasoning — R.S. Aggarwal
- Lucent's General Knowledge
- Pitman/Kailash Chandra shorthand practice manuals (English/Hindi, as per chosen medium)

Previous Cut-off Trends (Approximate)

SSC Stenographer CBE cut-offs vary by grade and medium (English/Hindi), typically falling in a broad range depending on vacancy count that year. Since the Skill Test in Stenography is a hard qualifying gate independent of CBE rank, a good CBE score alone doesn't guarantee selection — always check the latest official cut-off notification.

Preparation Tips

- Begin stenography/shorthand practice in parallel with written preparation — speed-building takes months, not weeks.
- English Language carries the single largest weightage in the CBE, so prioritise vocabulary and error-spotting practice.
- Practise transcription on a computer keyboard specifically, since typing speed and accuracy under time pressure differ from handwriting.
- Track your shorthand error percentage in every practice dictation — the Skill Test qualifying limit is strict and non-negotiable.

Exam Day Guidelines

- Carry your Admit Card and a valid original photo ID for both the CBE and the Skill Test stage.
- For the Skill Test, practise transcription specifically on a computer keyboard, since handwriting speed doesn't reliably predict typing/transcription speed.
- Confirm your chosen stenography medium (English or Hindi) well in advance and practise consistently in that medium only.
- Arrive early for the Skill Test — dictation timing is strict and latecomers may not be accommodated.

Frequently Asked Questions

What is the difference between Stenographer Grade C and Grade D?

Grade C is a higher pay-scale post typically requiring a faster shorthand dictation speed than Grade D; both share the same written CBE syllabus.

Is there negative marking in the SSC Stenographer CBE?

Yes, 0.25 marks are deducted for every wrong answer in the Computer-Based Examination.

What happens if I fail the Skill Test in Stenography?

The Skill Test is a mandatory qualifying stage — candidates who don't meet the prescribed speed and accuracy requirements are not selected, regardless of CBE score.

Is the SSC Stenographer syllabus the same as SSC CHSL?

The written CBE syllabus overlaps significantly with CHSL in Reasoning, GA and English, but Stenographer has no separate Tier II CBT — instead it moves straight to the stenography Skill Test.

Can I choose English or Hindi for the Skill Test?

Yes, candidates can generally opt for either English or Hindi stenography, subject to the option exercised at the time of application.