

**GOVERNMENT OF KARNATAKA**

NO. DPAR 105 SCR 2017

Karnataka Government Secretariat,  
VidhanaSoudha,  
Bangalore, dated:24.03.2021.

**NOTIFICATION**

Whereas the draft of the rules further to amend the Karnataka Civil Services (Recruitment to the posts of Stenographers and Typists) Rules, 1983 was published as required by clause (a) of sub-section (2) of Section 3 read with Section 8 of the Karnataka State Civil Services Act, 1978 (Karnataka Act 14 of 1990) in Notification No. DPAR 105 SCR 2017 dated: 28.10.2020 in Part IV-A of the Karnataka Gazette Extraordinary dated: 28.10.2020 inviting objections and suggestions from all persons likely to be affected thereby within fifteen days from the date of publication of the draft in the Official Gazette.

Whereas, the said Gazette was made available to the public on 28.10.2020.

And whereas the objections and suggestions received have been considered by the State Government.

Now, therefore, in exercise of the powers conferred by sub-section (1) of Section 3 read with Section 8 of the Karnataka State Civil Services Act, 1978 (Karnataka Act 14 of 1990), the Government of Karnataka hereby makes the following rules, namely;

**RULES**

**1. Title and Commencement.** - (1) These rules may be called the Karnataka Civil Services (Recruitment to the posts of Stenographers and Typists) (Amendment) Rules, 2021.

(2) They shall come into force from the date of their final publication in the official Gazette.

**2.Substitution of the expression “Typists”.**- (1) In the Title and in the Karnataka Civil Services (Recruitment to the posts of Stenographers and Typists) Rules, 1983 (hereinafter referred to as the said rules), except in rule 5, for the word “Typists”, wherever they occur, the words “Data Entry Assistants” shall be substituted.

(2) Notwithstanding anything contained in rules of recruitment specially made in respect of any service or post in the State the designation of “Typist” in those rules shall, with immediate effect be re-designated as “Data Entry Assistant”.

**3. Amendment of rule 2.-** In rule 2 of said rules, for sub-rule (1), the following shall be substituted, namely:-

“(1) Direct Recruitment to the post of Stenographers and Data Entry Assistants under these rules shall be as follows:-

- (a) Every person who is not disqualified under the Karnataka State Civil Services (General Recruitment) Rules, 1977 shall be eligible to apply for direct recruitment to the cadre of Stenographers and Data Entry Assistants, if he has passed the qualifying examinations specified in rule 3. These qualifying examinations shall only be a eligibility criteria and the marks in the qualifying examinations is not considered in the selection process.
- (b) The Selecting Authority shall conduct a competitive examination to these candidates as specified in Annexure-I of these rules as per the syllabus specified in Annexure-II and prepare a merit list in the ratio of 1:5 and the candidates selected in the merit list shall be eligible for the Skill Test.
- (c) The Selecting Authority shall conduct a Skill Test to the candidates as specified in Annexure-III in respect to the post of Stenographers and Annexure-IV in respect to the post of Data Entry Assistants as per the merit list prepared as specified in (b) above. The candidates who secures fifty percent and above in the Skill Test shall be eligible for further consideration in the selection list. The selection list shall be prepared in the order of merit determined on the basis of total marks secured by the candidates in the skill test.
- (d) The selection of candidates shall be made taking into consideration the orders in force relating to reservation of appointments and posts for the persons belonging to the Scheduled Castes, the Scheduled Tribes, other Backward Classes and others as per orders or rules governing reservations. If two or more candidates have secured equal marks in the Competitive Examination or Skill Test, the order of merit among such candidates shall be fixed on the basis of their age, the person older in the age being placed higher in the order of merit. ”

**4. Substitution of rule 3.-** For rule 3 and the entries relating thereto, the following shall be substituted, namely:-

**“3. Academic qualification of candidates:-**The qualification prescribed to the post of Stenographers and Data Entry Assistants are as under:-

(1) **In respect of Stenographers:-**He must have passed,-

- (a) PUC or possess an equivalent qualification; and
- (b) Senior Typewriting and Senior Shorthand Examination in Kannada conducted by the Karnataka Secondary Education Examination Board or possess an equivalent qualification; or
- (c) Diploma in Commercial Practice with Kannada Typewriting and Kannada Shorthand or possess an equivalent qualification.

(2) **In respect of Data Entry Assistants:-**He must have passed,-

- (a) PUC or possess an equivalent qualification; and
- (b) Senior Typewriting Examination in Kannada conducted by the Karnataka Secondary Education Examination Board or possess an equivalent qualification; or
- (c) Diploma in Commercial Practice with Kannada Typewriting or possess an equivalent qualification.

**Note:-**The above qualifications prescribed as only minimum qualifications for eligibility to apply for the above posts.

**5. Amendment of rule 3B.-** In rule 3B of the said rules, for sub-rule (3) the following shall be substituted, namely:-

"(3) Every applicant shall remit along with his application a fee as specified by the Selecting Authority:

Provided that, no fee shall be payable by a candidate belonging to the Scheduled Castes, the Scheduled Tribes and Category-I of other Backward Classes.”

**6.Amendment of rule 3C.-** In rule 3C of the said rules,-

- (i) in sub-rule (1), for the words “on the basis of aggregate of the percentage of total marks secured by the candidates in the qualifying examinations” the words “on the basis of total marks secured by the candidates in the skill test” shall be substituted; and
- (ii) in sub-rule (3), for the words “on the basis of aggregate of the percentage of total marks secured by the candidates in the qualifying examinations” the words “on the basis of total marks secured by the candidates in the skill test” shall be substituted.

**7.Substitution of the words “physically handicapped”.-** In the said rules,for the words “physically handicapped” wherever they occur, the words “persons with benchmark disability” shall be substituted.

**8. Insertion of Annexures.-**After rule 5 of the said rules, the following Annexure shall be inserted, namely:-

**"Annexure-I  
(see rule-2)**

**Model for Competitive Examination**

- (a) **The Competitive examination shall consist of the following subjects to the post of Stenographer and Data Entry Assistant:-**

**Scheme of Exam:**

| Sl. No. | Subject            | No. of Questions | Maximum Marks | Exam Duration |
|---------|--------------------|------------------|---------------|---------------|
| 1.      | General Knowledge  | 25               | 25            | 90<br>Minutes |
| 2.      | General Kannada    | 25               | 25            |               |
| 3.      | General English    | 25               | 25            |               |
| 4.      | Computer Knowledge | 25               | 25            |               |
| Total   |                    | 100              | 100           |               |

- (b) Question paper shall be of objective type Multiple Choice only.
- (c) There shall be negative marking of 0.25 marks for each wrong answer.

**Annexure-II**  
**(see rule-2)**

**Competitive Examination Syllabus for Direct Recruitment to the posts of Stenographer and Data Entry Assistant**

**(1) General Knowledge:(Maximum Marks-25)**

**(a) General Intelligence:-**

Analogies, Similarities and differences, Space Visualization, Problem Solving, Analysis, Judgment, Decision making Visual memory, Discriminating observation, Relationship concepts, Arithmetic reasoning, Verbal and Figure Classification, Arithmetical number series, Non-verbal series etc, Abstract ideas and symbols, Relationship, arithmetic computation, analytical functions of abstract ideas and symbols.

**(b) General Awareness:-**

Matters of Every Day Observation, Indian History with special referenceto Karnataka, Indian Geography with special reference to Karnataka, Indian Constitution, State andRegional Administration, Awards and Honors, Economic development in Karnataka, Days and Events, Books and Authors, Environmental problems and the development issues of Karnataka, Science and Technology.

**(2)General Kannada: (Maximum Marks-25)**

The paper on General Kannada shall normally confirm to the minimum standard expected of a student who has passed the PUC Examination. It is extended to test candidate's knowledge of Kannada grammar, vocabulary, spelling, synonyms, antonyms his power to understand and comprehend Kannada language and his ability to discriminate between correct and incorrect usage, etc.

**(3)General English: (Maximum Marks-25)**

Basic English Grammar and sentence structure Parts of Speech- Noun, Pronoun, Verb, Preposition, Conjunction, etc., Articles, Active and Passive Voice, Direct and Indirect Speech, Fill in the Blanks, Sentence Correction, Spellings, Phrases and Idioms, Antonyms and Synonyms, Spotting errors, Parajumbles, Phrase replacement.

**(4) Computer Knowledge: (Maximum Marks-25)**

Computer Fundamentals and Windows-Word Processing MS-Word, Spread sheet and MS-Excel, Computer communication, Internet, E-mail, Nudi Kannada software knowledge in word processing, Power Point.

**Annexure -III  
(see rule-2)**

**Skill Test Syllabus for Direct Recruitment to the post of Stenographer:**

**Note:For the post of Stenographers Shorthand Speed Test (260 LPM) and Typing Speed (34 WPM).**

**Skill Test:**

| Sl. No. | Test                    | Speed   | Text   | Time       | Transcription Time | Method of Test                                     | Marks | Eligibility Marks * |
|---------|-------------------------|---------|--|------------|--------------------|--|-------|---------------------|
| 1       | Kannada Shorthand Speed | 260 LMP | 1300 Words **                                      | 05 Minutes | 50 Minutes         | Hand Written                                       | 100*  | 50*                 |
| 2       | Kannada Typing Speed    | 34 WPM  | 1700 Letters ***<br>(5 Letters 01 Word -34*5* 10M) | 10 Minutes | -                  | Computer (Edit and Spell check should be disabled) | 100   | 50*                 |

**Note:-**

\* Maximum marks 200 and Eligibility Marks 100.

\*\* Test Syllabus Question Paper have 3+2 Minutes two portions, and first portion shall have dictation regarding simple current issues and second portion shall have letter correspondence related questions.

\*\*\* 5 letters per word for a period of 10 minutes (having 2-3 paras) total 1700 letters question paper shall be there.

**Annexure -IV  
(see rule-2)**

**Skill Test Syllabus for direct recruitment to the post of Data Entry  
Assistant**

**Skill Test:**

| Test                 | Speed  | Text  | Time       | Transcription Time | Method of Test                                     | Marks | Eligibility Marks* |
|----------------------|--------|---|------------|--------------------|--|-------|--------------------|
| Kannada Typing Speed | 34 WPM | 1700 Letters<br>**<br>(5 Letters 01 Word -34*5*10M) | 10 Minutes | -                  | Computer (Edit and Spell check should be disabled) | 100   | 50*                |

**Note:-**

\* Maximum marks 100 and Eligibility Marks 50.

\*\* 5 letters per word for a period of 10 minutes (having 2-3 paras) total 1700 letters question paper shall be there."

By Order and in the name of the  
Governor of Karnataka

(Thejavathi. N)  
Under Secretary to Government,  
Department of Personnel and  
Administrative Reforms  
(Service Rules- Special Cell)