



एस.एस.सी. स्टेनोग्राफर — आशुलिपिक ग्रेड सी एवं ग्रेड डी परीक्षा

Stenographer is the Staff Selection Commission examination through which someone who has passed Class 12 enters the ministries and offices of the Government of India as a stenographer. A stenographer is the employee who takes...



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करियर मार्गदर्शन कार्यशाला, डाइट बाड़मेर (14-17 जुलाई 2026) में विकसित व लोकार्पित
Developed & unveiled at the Career Guidance Workshop, DIET Barmer (14-17 July 2026)

यह एक स्वतंत्र परियोजना है, जो सरकार की आधिकारिक करियर-मार्गदर्शन सामग्री पर आधारित है। · An independent project based on the Government's official career-guidance content.

1 About this career

Stenographer is the Staff Selection Commission examination through which someone who has passed Class 12 enters the ministries and offices of the Government of India as a stenographer. A stenographer is the employee who takes down spoken words at speed in shorthand and then transcribes them in typed form — the proceedings of meetings, dictation from officers, and much of the correspondence run on that skill. The examination is held for two grades: Grade 'C', which is the higher post, and Grade 'D'. The two carry different age limits, and that is the most practical fact about this examination. One distinctive feature of the post is that the entry qualification is only Class 12 — shorthand speed is not an entry condition but is tested at the skill test held after the written examination, which means the skill can be learnt even after deciding to attempt the examination.

2 At a glance

Minimum qualification	Class 12 pass from a recognised Board or University, by the cut-off date given in the notice. Shorthand speed is not an entry condition
Recruiting body	Staff Selection Commission (SSC), Government of India
Age limit	18 to 30 for Grade 'C' and 18 to 27 for Grade 'D' — one examination, two different windows
Starting salary	Grade 'D' at central Pay Matrix Level 4 (basic ₹25,500); Grade 'C' at Level 6 (basic ₹35,400)
Demand	Selection is by written examination followed by a shorthand skill test — two separate stages

3 What you need

INTERESTS

- An interest in language, dictation and written record
- Learning and maintaining a skill of speed and accuracy
- Working in an office alongside senior officers

ABILITIES

- The ability to write at speed while listening — the core skill of this post
- A grip on language, in Hindi or English, since dictation has to be transcribed in it
- Concentration and patience — the proceedings of long meetings have to be taken without a slip

KEY SKILLS

- Shorthand — in Hindi or English
- Fast, accurate typing on a computer
- Transcribing dictation correctly and readably
- An understanding of office procedure, files and correspondence
- Discretion, since a stenographer often sees sensitive material
- Working competence in both Hindi and English

4 How to get there

- 1 Pass Class 12 from a recognised Board, in any stream. No qualification beyond it is required for entry.
- 2 Work out the age by grade, because one examination carries two different windows: 18 to 30 for Grade 'C' and 18 to 27 for Grade 'D'. The plain consequence is that a candidate of 28 or 29 is no longer eligible for Grade 'D' but remains eligible for Grade 'C' — a point most summaries omit, and the reason many people wrongly conclude they are out.
- 3 Start learning shorthand, and here time is on your side. Shorthand speed is not an entry condition — it is tested at the skill test after the written examination. That means you can apply and build the skill during the months of preparation. This runs opposite to several other posts on this portal, where a certificate or licence must already be in hand by the last date for applications.
- 4 Practise typing alongside shorthand, because transcribing dictation depends on typing. The two are separate skills and both are needed.

- 5 Choose your language — Hindi or English — and build speed in it. Both options are available, so choose the one in which your grip is naturally better.
- 6 Apply online when the notice appears on the Commission's website.

MAIN EXAMS

- The age limit has to be read together with the grade, because that is the most commonly missed point about this examination. The notice states them separately: 18 to 30 for Grade 'C' and 18 to 27 for Grade 'D'. It is one examination taken through one application form, but eligibility differs by grade. This is the second examination on this portal carrying two age limits inside one notice — the other is MTS, where the MTS and Havaldar limits differ. In examinations like these, writing a single sentence about "the age limit for this examination" is itself the mistake.
- Selection runs in two stages and the preparation for each is of a different kind. The first is a computer-based objective examination covering general intelligence and reasoning, general awareness, and English language and comprehension. The second is the shorthand skill test, in which dictation is taken and must be transcribed within a set time. Many candidates clear the first stage and stop at the second, so shorthand practice should run alongside the written preparation rather than after it.
- One caution: pay matrix level numbers do not mean the same thing in the state and at the Centre. Central Level 4 is ₹25,500 and Level 6 is ₹35,400, while the numbers in the Rajasthan matrix carry different values. Compare the rupee figures, not the level numbers.
- The timing of the qualification and of the skill are different, and that distinction matters a great deal in practice. Entry needs only Class 12; shorthand speed is tested later, at the skill test. Compare: for the Delhi Police Head Constable (Ministerial) post a typing speed is itself an entry condition, and for Constable (Driver) a heavy vehicle licence must be held by the last date for applications. All three demand a skill, but the timing differs — and the timing is what decides whether a person can apply this year at all.
- The pay difference between the two grades is real and it affects the choice. Grade 'D' sits at Level 4 of the central pay matrix and Grade 'C' at Level 6 — a difference of roughly ten thousand rupees in starting basic pay, and Grade 'C' posts are usually with senior officers. The age limit is also more generous for Grade 'C'. Where you are eligible for both, it makes sense to opt for both.

5 Where to study

GOVERNMENT INSTITUTES

- Any recognised Board — the entry qualification is a Class 12 pass — Including the Rajasthan Board of Secondary Education (<https://rajeduboard.rajasthan.gov.in/>)
- Government ITI and polytechnic stenography and secretarial practice courses — where the shorthand skill is actually taught — In many districts of Rajasthan (<https://dte.rajasthan.gov.in/>)
- Rajasthan State Open School — for completing Class 12 alongside work; reached through the School Education Department portal — Jaipur and district centres (<https://education.rajasthan.gov.in/>)

ONLINE

- कर्मचारी चयन आयोग — विज्ञप्ति एवं दोनों ग्रेड की आयु-सीमा — This is the Commission that conducts the examination (<https://ssc.gov.in/>)
- एस.एस.सी. — परीक्षा योजना एवं कौशल परीक्षण की शर्तें — Read the shorthand speed and timing requirements here (<https://ssc.gov.in/for-candidates/scheme-of-examination>)
- एस.एस.सी. — पिछले वर्षों के प्रश्न-पत्र (निःशुल्क) — The most reliable free material for the written stage (<https://ssc.gov.in/for-candidates/previous-year-question-paper>)
- आर.एस.एस.बी. — पिछले प्रश्न-पत्र, उत्तर कुंजी व पाठ्यक्रम (निःशुल्क) — The Staff Selection Board's own site — the most reliable free preparation material there is (https://rsmssb.rajasthan.gov.in/show_archived?menuName=Xj4lCb9vGxpQnfls%2FxlZ2g%3D%3D)
- विभागीय सेवा नियम (कार्मिक विभाग) — पद की योग्यता व आयु मूल दस्तावेज़ में पढ़ें — The Department of Personnel publishes the service rules for every cadre. Read these before any coaching material — qualification, age and the method of recruitment are settled here and nowhere else. (<https://dop.rajasthan.gov.in/>)
- स्वयं (SWAYAM) — भारत सरकार के निःशुल्क ऑनलाइन कोर्स — Free (<https://swayam.gov.in/>)
- राष्ट्रीय डिजिटल पुस्तकालय (NDLI) — Free books and study material (<https://ndl.iitkgp.ac.in/>)
- एन.सी.ई.आर.टी. — निःशुल्क पाठ्यपुस्तकें — The foundation for general knowledge, maths and science (<https://ncert.nic.in/>)

FEES

The entry qualification is Class 12 and that costs next to nothing at a government school, so the educational cost of this route is very low. The real investment goes into learning shorthand, and the choice there should be made carefully. Government ITIs and polytechnics offer stenography and secretarial practice courses at very low fees, and that is the most economical route compared with private institutes. One thing works in this post's favour: because shorthand is not an entry condition, you can decide to apply first and build the skill afterwards — so the money goes in once you are sure the route is for you. For the written stage the Commission publishes the syllabus and past papers free. Shorthand practice mostly demands time rather than money — regular daily dictation practice can be done from any recording. For students of Rajasthan from the SC, ST, OBC, MBC, EWS and minority categories, SSC examinations are included in the Mukhyamantri Anuprati Coaching Yojana.

SCHOLARSHIPS

- Mukhyamantri Anuprati Coaching Yojana (free coaching, apply via SSO) (<https://sso.rajasthan.gov.in/signin>)
- Rajasthan Social Justice and Empowerment Dept scholarships (<https://sje.rajasthan.gov.in/>)
- National Scholarship Portal (NSP) (<https://scholarships.gov.in/>)
- Buddy4Study scholarship search (<https://www.buddy4study.com>)

6 What the work is like

WHERE YOU WORK

The ministries, departments and subordinate offices of the Government of India, across the country. Grade 'C' posts are usually with senior officers. The work is entirely inside the office.

WORK CULTURE

A stenographer's work is inside the office and its rhythm is tied to the officer's day — meetings, dictation, correspondence and records. The hours are usually fixed, though work can run late around a major meeting or a deadline. A distinctive feature of the post is that it sits close to senior officers, so an understanding of how government business is actually conducted builds quickly here — and that understanding is what helps later in departmental examinations and promotion. With it comes a responsibility that should not be underestimated: a stenographer often sees material that is not yet public, so discretion is the professional discipline of this post and not a formality. The demand on skill is continuous — shorthand and typing speed decline when practice lapses, so they have to be maintained while in service. In return, this is one of the few posts where a Class 12 qualification plus one specialised skill takes the pay level above the ordinary clerical grades.

WHO HIRES

- The various ministries and departments of the Government of India
- Constitutional bodies and commissions
- The subordinate offices and directorates of the central government
- Equivalent posts at state level — Rajasthan's stenographer recruitment runs on the same skill

DEMAND (2026)

Dictation and record work continues in government offices and stenographer posts are filled regularly, so this examination appears in most years. Keep three things in view. First, this is a specialised-skill post, so the competition differs from the general posts decided by a written examination alone — applicants are many, but those who reach the skill test and pass it are far fewer. For someone who genuinely builds shorthand speed, that is an unusually favourable arithmetic. Second, the same skill also works for state government stenographer recruitment, for the courts, and for secretarial posts in the private sector, so the preparation does not depend on one post. Third, technology is changing and so are the ways dictation is taken — but the cadre remains established in government offices, and someone who holds shorthand together with computer and typing skills is better placed through that change. One thing to be clear about — the "demand" described above counts posts, not your chance of getting one. Selection is by open competition and the number of applicants runs to many times the number of posts, so most candidates are not selected in any given recruitment. That is not an argument against this career; it is an argument against making it your only plan. Keep studying or building a skill alongside your preparation, so that the year is not lost whichever way the result goes.

7 Career growth

- 1 Stenographer Grade 'D' — the entry post, central Pay Matrix Level 4 (basic ₹25,500)
- 2 Stenographer Grade 'C' — reached directly through the same examination and also by promotion from Grade 'D'; Level 6 (basic ₹35,400)
- 3 Private Secretary — by departmental promotion, working with senior officers
- 4 Senior Private Secretary and Principal Private Secretary — the senior level of the cadre

EARNINGS

Starting	ग्रेड डी: केंद्रीय पे मैट्रिक्स लेवल 4 — मूल वेतन ₹25,500; ग्रेड सी: लेवल 6 — मूल वेतन ₹35,400
Mid level	₹45,000 – ₹65,000 (भत्तों सहित, कुछ वर्षों की सेवा के बाद)
Senior level	₹80,000 से अधिक (भत्तों सहित, निजी सचिव एवं उससे ऊपर)

Both figures are the first cells of the relevant levels of the central pay matrix, taken from the Commission's own pay-scale list. They are basic pay; dearness allowance, house rent allowance and transport allowance are added on top, so the amount in hand is considerably higher. There is a gap of roughly ten thousand rupees in starting pay between the two grades, which is why opting for both — where age makes you eligible for both — is sensible. It is worth noting that even Grade 'D' sits above the ordinary clerical posts that ask for Class 12, and the reason is precisely that it requires a specialised skill. One caution: pay matrix level numbers do not mean the same thing in the state and at the Centre; compare the rupees, not the level numbers. The mid-level and senior figures are approximate and are not confirmed from any official pay statement; read them as a direction, not a promise. The starting figure is BASIC PAY, so that it can be compared directly against other careers. Dearness allowance (60% of basic since 1 January 2026) and house rent allowance are added on top of it, so take-home pay is appreciably higher. The mid-level and senior figures are approximate monthly income including allowances, not basic pay. Note — in Rajasthan a direct recruit is a probationer-trainee for the first 2 years and is paid a fixed remuneration, not the pay scale; dearness allowance and house rent allowance are not payable in those two years (Rajasthan Service Rules, rule 7(30A)). The full pay scale applies once probation is completed. The figures above rest on the Rajasthan 7th pay matrix, which is what applies as of 17 August 2026. The Terms of Reference of the 8th Central Pay Commission were approved on 28 October 2025 and it must report within 18 months of its constitution. State governments normally adopt a Central Pay Commission with modifications, and later than the Centre does — so Rajasthan pay will be revised too, though by how much and when is not yet settled.

8 The good parts · The challenges

The good parts

- On a Class 12 qualification, a pay level above the ordinary clerical posts, because it asks for a specialised skill
- Shorthand is not an entry condition — the skill can be learnt after deciding to apply
- The Grade 'C' age limit runs to 30, which is generous for a Class 12 level recruitment
- Because of the skill test, the final competition is not as large as the number of applicants suggests

The challenges

- Both shorthand and typing have to be maintained, and speed falls when practice lapses
- The Grade 'D' age limit is 27, three years less than Grade 'C'
- Many candidates clear the written stage and stop at the skill test
- A posting may come outside your own state

9 Sources & further reading

1. Staff Selection Commission — official website — <https://ssc.gov.in/>
2. SSC — Scheme of Examination and the skill test — <https://ssc.gov.in/for-candidates/scheme-of-examination>
3. SSC — Previous year question papers — <https://ssc.gov.in/for-candidates/previous-year-question-paper>
4. Directorate of Technical Education, Rajasthan — stenography and secretarial practice courses — <https://dte.rajasthan.gov.in/>
5. Rajasthan Staff Selection Board (official) — <https://rssb.rajasthan.gov.in/>
6. Department of Personnel, Rajasthan — service rules — <https://dop.rajasthan.gov.in/>
7. 8th Central Pay Commission — Cabinet approval of the Terms of Reference (PIB, 28 October 2025) — <https://www.pib.gov.in/PressReleasePage.aspx?PRID=2183289>



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