

**DETAILED SYLLABUS OF DICTATION / TRANSCRIPTION TEST FOR  
SELECTION TO THE POST OF CONFIDENTIAL ASSISTANT GR. II (EX-  
SERVICE) ONLY IN NCC AND SAINIK WELFARE DEPARTMENT**

**(Category Nos. 396/2020, 397/2020)**

**DICTATION TEST / TRANSCRIPTION TEST – ENGLISH (LOWER)**

**( MAXIMUM MARKS 100 )**

**“ A PASSAGE IN ENGLISH CONSISTING 400 WORDS WILL BE DICTATED IN 5 MINUTES (80 WORDS PER MINUTE) AND THE CANDIDATE HAVE TO TAKE DOWN THE PASSAGE IN SHORT HAND, THEN TO WRITE THE PASSAGE IN LONG HAND USING INK WITHIN ONE HOUR”.**