

Skill Development and Entrepreneurship Department  
Directorate of Vocational Education and Training  
Directorate of Skill Development, Employment and Entrepreneurship

**Question Paper: STENO - MARATHI**

Craft Instructor-Stenographer (Marathi), Steno Typist, Steno Typist (Marathi), Stenographer (Lower Grade)

Duration: 60 Minutes

Total Question: 20 + Dictation + Transliteration

Candidate Seat Number

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**INSTRUCTIONS**

1. Examination for STENO-MARATHI is conducted in 3 sections as:

S.N.	Section	Questions	Marks per Question	Total Marks	Time Allotted in minutes
A	Objective Type	20	2	40	30
B	Dictation	400 words passage/s	5	5	5
C	Transliteration	400 words passage/s	35	35	25
<b>TOTAL</b>				<b>80</b>	<b>60</b>

2. 3 separate Answer Sheets are provided to the candidate as:

- A. Carbon Less OMR Answer Sheet for Objective Type Questions (ओ.एम.आर. उत्तरपत्रिका)  
B. Dictation Answer Sheet for taking Dictation (श्रुत लेखन उत्तरपत्रिका)  
C. Transliteration Answer Sheet for Transcription of Dictation (लिप्यंतर उत्तरपत्रिका)

**OBJECTIVE TYPE QUESTIONS – 20 QUESTIONS, 40 MARKS**

3. Question Paper Booklet contents 20 mandatory questions for 2 marks each. Candidate should check the Question Paper Booklet and ensure that it contents all pages and questions before starting to answer. If candidate finds any problem pertaining to printing/ binding/ incomplete pages etc candidate should immediately get the Question Paper replaced from the invigilator.
4. The Question Booklet Number as printed above should be mentioned at the appropriate place on the OMR Answer Sheet.
5. All the Questions are provided with 4 options as 1, 2, 3 and 4. Candidate should select the most correct Option and mention the Option Number on the OMR Answer Sheet in front of the respective Question Number by **fully shading the Option Number with BLACK INK BALL POINT PEN Only.**
6. All Questions carry equal marks i.e. 1 Question has a weightage of 2 marks. Candidate should mind the available time for the examination and solve the questions accordingly.
7. The option shaded once on the OMR Answer Sheet should not be roughed or in any other way changed. Thus candidate should take utmost care while marking their options on OMR Answer Sheet. Such changes if any or any attempt to rough/ change options shall not be checked by the authorities.
8. Marks shall be awarded to the correct answers only during the evaluation of the OMR Answer Sheet. No marks shall be deducted for registering wrong answers (shading wrong option) or not attempting questions. Thus there is **NO NEGATIVE MARKING SYSTEM.**
9. All the rough work has to be done on the sheet provided for Rough Work in the Question Booklet only. Writing anything on the Question Paper Booklet, OMR Answer Sheet or any other Paper Sheet shall be treated as an unfair means and entitle for action under "Prohibition of Unfair Practices during examination Ordinance – 1982".
10. Method of Shading the Correct Option on the OMR Answer Sheet:

Q.No. 101	How many Centimeters make 1 Meter?			
	(1) 10	(2) 100	(3) 1000	(4) 10000

The Correct Option for this Question is (2) and hence the (2) option on the OMR Answer Sheet in front of Question Number 101 has to be shaded as following



Correct Method of Shading    Wrong Method of Shading

**USE ONLY BLACK INK BALL POINT PEN FOR SHADING**

(Please Turn Over)

11. The OMR Answer Sheet is Carbon less type and consists of 2 parts viz. Part 1 and Part 2.
12. After completion of Examination, candidate has to separate out Part 1 from Part 2
13. Part 1 of the OMR Answer sheet has to be returned to the Supervisor/ Examiner while candidate is permitted to take away Part 2 of the OMR Answer sheet

**DICTATION (श्रुत लेखन)**

14. Candidate is provided with separate Answer Sheet for taking Dictation (श्रुत लेखन उत्तरपत्रिका).
15. Candidate shall write their Seat Number and other details in the space provided.
16. The Supervisor/ Examiner shall initially dictate a trial passage which the candidates shall take on the Trial Page (सरावासाठी जागा)
17. The Supervisor/ Examiner shall dictate passage/s of 400 words in 5 minutes and the candidate shall take the dictation on the Dictation Answer Sheet (श्रुत लेखन उत्तरपत्रिका)
18. This Dictation shall be evaluated for 5 marks on basis of correctness and tidiness

**TRANSLITERATION (लिप्यंतर)**

19. Candidate is provided with separate Answer Sheet for Transliteration (लिप्यंतर उत्तरपत्रिका).
20. Candidate shall write their Seat Number and other details in the space provided.
21. Candidate shall use this Transliteration Answer Sheet (लिप्यंतर उत्तरपत्रिका) for transliteration of the dictation.
22. Transliteration shall have 35 marks. 1 mark shall be deducted for every 3 mistakes in the transliteration. Marks will be deducted for first 60 mistakes.
23. Zero marks shall be awarded to Transliteration out of 35 marks if the number of mistakes are 61 and above.

**SUBMISSION OF ANSWER SHEETS AND QUESTION PAPER**

24. Part 1 of the OMR Answer Sheet, Dictation Answer Sheet and Transliteration Answer Sheet shall be attached together with the U-Pin and submitted to the Supervisor/ Examiner.
25. All the blank pages/ unused pages from Dictation Answer Sheet and Transliteration Answer Sheet should be strike out (crossed).

**IMPORTANT**

This Question Paper Booklet, OMR Answer Sheet, Dictation Answer Sheet and Transliteration Answer Sheet are the property of the Department and are being handed over to the candidate for examination purpose only in the examination hall.

Any means of copying this Question Paper Booklet or any matter within in part or full, and/or transferring/ circulating during the examination period is prohibited and shall be treated as a means of criminal offence and the respective person shall be booked under "Prohibition of Unfair Practices during examination Ordinance – 1982" and shall be entitled for imprisonment for 1 year and / or penalty of Rs. 1000.

Further unauthorized handling, transfer or copying of this Question Paper Booklet and all Answer Sheets during examination period by the staff including Departmental Staff and Staff appointed for Examination purpose is also prohibited and entitled for action as per above ordinance.

**THIS QUESTION PAPER BOOKLET, PART – 1 OF OMR ANSWER SHEET, DICTATION ANSWER SHEET AND TRANSLITERATION ANSWER SHEET HAVE TO BE SUBMITTED TO THE INVIGILATOR AFTER THE EXAMINATION.**

०१. लघुलिपीचा जनक ..... हा आहे.

१. व. वा. इनामदार

२. सर ऐझाक पिटमन

३. लिमये

४. धमेल

०२. लघुलेखन कला ही ..... अनुसरून आहे.

१. व्यंजनास

२. स्वरास

३. उच्चारास

४. भाषेस

०३. मराठी टंकलेखन यंत्रावर ..... अचल कळा आहेत.

१. ५

२. ६

३. ७

४. ८

०४. टंकलेखनाची गती वाढविण्यासाठी ते ..... करणे आवश्यक आहे.

१. ओळीनुसार

२. स्पर्श पद्धतीने

३. श्राव्य पद्धतीने

४. दृश्य पद्धतीने

०५. श्रुतलेखन म्हणजे ..... होय.

१. लघुलिपीत लिहिणे

२. ऐकून लिहिणे

३. शुद्ध लिहिणे

४. पाहून लिहिणे

०६. लघुलेखनाची गती वाढण्यासाठी ..... या तत्वाचा अधिक फायदा होतो.

१. संक्षिप्त संकेत करणे

२. संकेत समुच्चय करणे

३. जोडून लिहिणे

४. वरील सर्व

०७. मराठी भाषेला राज्यभाषेचा दर्जा मिळाल्यानंतर शासन व्यवहाराच्या उपयोगासाठी ..... ही प्रमाणित लघुलेखन प्रणाली तयार करण्यात आली.

१. दामले

२. लिमये

३. इनामदार

४. आंबेडकर

०८. लघुलिपीमध्ये ..... प्रकारचे स्वर असतात.

१. २

२. ३

३. ४

४. यापैकी नाही

०९. औद्योगिक प्रशिक्षण संस्थामधील 'लघुलेखन मराठी' हा अभ्यासक्रम ..... अंतर्गत राबविला जातो.

१. राष्ट्रीय व्यावसायिक प्रशिक्षण परिषद

२. व्यवसाय शिक्षण व प्रशिक्षण संचालनालय

३. महाराष्ट्र राज्य परीक्षा परिषद

४. राज्य व्यावसायिक प्रशिक्षण परिषद

१०. लघुलेखक म्हणून निवड झाल्यावर काम करताना तुम्ही खालीलपैकी कोणत्या गोष्टीस प्रथम प्राधान्य द्याला?

१. गोपनीयता

२. तत्परता

३. अचूकता

४. वरील सर्व

11. Which of the following function will return a value of 8?

1. Round up (8.4999,0)

2. Round down (8.499,0)

3. Round (8.499,0)

4. Both 2 & 3

12. In MS word, key F 12 opens a

1. Save as dialog box

2. Open dialog box

3. Save dialog box

4. Close dialog box

13. If the value in A1 is "MC Q" and B1 is "Question" which function will return "MCQ & Question" in cell C1?

1. =A1 + "@" + B1

2. = A1# "@" # B1

3. = A1 & "@" & B1

4. = A1 \$ "@" \$ B1

14. You can list an email in your to-do list by adding a

1. Task

2. To-do

3. Follow-up flag

4. Notification

15. Usually downloaded into folders that hold temporary internet files, \_\_\_\_\_ are written to your computer's Hard disk by some of the websites you visit

1. Anonymous files
2. Behaviour files
3. Banner ads
4. Cookies

16. A feature of MS Word that saves the document automatically after certain interval is available on \_\_\_\_\_

1. Save tab on options dialog box
2. Save as dialog box
3. Both 1 & 2
4. None of the above

17. If the Cell B1 contains the formula = \$A\$1 which of the following statement is true

1. There is relative reference to cell A1
2. There is an absolute reference to cell A1
3. Further changes in value of A1 will not affect the value of B1
4. Further changes in value of B1 will affect the value of A1

18. You can prevent an email message from being printed, forwarded or copied by modifying its \_\_\_\_\_

1. Modification
2. Authenticity
3. Security
4. Permission

19. What is trigger, in context of animations?

1. An object to be inserted in presentation
2. An action button that advances to next slide
3. Name of the motion path
4. An item on the slide that performs an action when clicked

20. What security features allow you to assure recipients of your identity?

1. Read receipts
2. Digital signature
3. Public key
4. Private key

SPACE FOR ROUGH WORK

REAL  
  
REAL