

**GOVERNMENT OF MEGHALAYA  
MEGHALAYA LOKAYUKTA  
SHILLONG**

**Examination Schedule for Stenographer (Grade-I & Grade-II)  
is as follows:**

Post : **Stenographer Grade-I & Stenographer Grade-II**

Exam Date : **7<sup>th</sup> December, 2024**

Duration A. Drafting : 1 hour  
B. Speed Test : 20 Minutes followed by transcription for 1 hour

Timing : **10:00 AM to 1:00 PM**

Venue/Centre : Meghalaya Administrative Training Institute, Mawdiangdiang, Opposite NEIAH,  
Shillong – 793018

**Examination Composition:**

A. Speed Test : 50 Marks  
B. Drafting : 50 Marks  
**TOTAL : 100 Marks**

**INSTRUCTIONS TO CANDIDATES:**

1. Candidates are to be seated **30 minutes before the commencement of the exam.** Latecomers will not be allowed to enter the examination hall.
2. Verify your seating arrangement and ensure you are seated according to the seating plan.
3. Bring your Admit Card/Admission Certificate and a valid photo ID proof (not damaged or smudged) such as College ID, EPIC Card, Driving License, PAN Card, Aadhar Card, Passport.
4. **Steno pad, pen, pencil, eraser, sharpener, and other stationery items requirements for the exam will be supplied by the office. No external items/materials are allowed inside the examination hall.**
5. Examination starts with drafting at 10:00 AM for 1 hour, then followed by Speed Test and Transcription.
6. Test/Question Booklets will be distributed and opened in front of the candidates.
7. Do not bring any electronic devices, such as **mobile phones, calculators, smartwatches, or Bluetooth devices**, into the examination hall.
8. Bags, books, and loose papers are strictly prohibited. Bags, hand-bags if any are to be kept outside the examination room at his/her own risk.
9. Any form of **cheating or misconduct** will lead to disqualification and removal from the examination hall.
10. Smoking is strictly prohibited. Entry to the Examination Centre in the intoxicating behavior/state is strictly prohibited.
11. Candidate are also advised not to bring any costly items to the examination, as safe keeping of the same cannot be assured. This office will not be responsible for any loss in this regard.