



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय, भारत सरकार)

National Highways Authority of India

(Ministry of Road Transport and Highways, Government of India)

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25.09.2026

सार्वजनिक सूचना / PUBLIC NOTICE

- विषय:** भारतीय राष्ट्रीय राजमार्ग प्राधिकरण में विभिन्न पदों की भर्ती में 30.10.2025 के विज्ञापन के तहत सीधी भर्ती (DR) के आधार पर विभिन्न पदों पर भर्ती - स्टेनोग्राफर पद के लिए स्किल टेस्ट - के संबंध में।
- Subject:** Recruitment of various posts in National Highways Authority of India on Direct Recruitment (DR) basis in terms of the advertisement dated 30.10.2025 -Skill Test for the post of Stenographer - reg.

भारतीय राष्ट्रीय राजमार्ग प्राधिकरण (भाराराप्रा) में सीधी भर्ती (डीआर) के आधार पर विभिन्न पदों पर भर्ती के लिए दिनांक 30.10.2025 के विज्ञापन के संदर्भ में, दिनांक 28.08.2026 की सार्वजनिक सूचना के अनुसार और दिनांक 14.09.2026 की सार्वजनिक सूचना के क्रम में, शॉर्टलिस्ट किए गए उम्मीदवारों को 09.10.2026 (शुक्रवार) को आयोजित होने वाली आशुलिपि में कौशल परीक्षा के दौरान निम्नलिखित निर्देशों का पालन करने की सलाह दी जाती है:

With reference to the advertisement dated 30.10.2025 for recruitment to various posts on Direct Recruitment (DR) basis in National Highways Authority of India (NHAI), the shortlisted candidates, as per Public Notice dated 28.08.2026 and in continuation of public notice dated 14.09.2026, are advised to follow the following instructions during the skill test in stenography, scheduled to be held on 09.10.2026 (Friday) :

Note:

- Extra Time is only applicable in the Typing Test to eligible PwBD candidates.
- No Extra time to be awarded during Dictation.

Candidates Entry :

- Candidates are allowed to bring their own Pen / Pencils / Sharpener / Eraser.
- Hearing Impaired candidates may come wearing Hearing Aid in their Ear(s).
- VH candidates will be allowed to bring their own BRAILLE / SLATE machines.
- Scribes are NOT allowed in this Examination for any PWD Candidate.

Extra Time:

- All the PWD Candidates eligible for Extra Time are scheduled in the same shift.
- PWD Candidates are eligible for Extra Time during Typing Test only.
- Provision of Extra Time is not applicable during Audio & Shorthand Dictation.
- Extra Time has already been configured in the drive for eligible PwBD candidates.

- VH Candidates who have brought their BRAILLE machine will be allotted an isolated Seat / workstation so that while using BRAILLE Machine during Steno dictation, other candidates are not disturbed with the sound generated.
- VH Candidates using BRAILLE machine will **NOT** get the Stenography Notepad.
- PWD (VH) Candidates are **NOT** allowed to bring their Scribe for any type of assistance

Examination Flow :

(English Steno Typing)

English Steno Typing	Normal Candidates (English)	PwBD Candidates (English)	Shift 1 - (Steno English Test) Normal Candidates		Shift 1 - (Steno English Test) PwBD Candidates		Remarks
	Duration (Min.)	Duration (Min.)	Start Time	End Time	Start Time	End Time	
Candidate Entry & Registration	0:60	0:60	7:30	8:30	7:30	8:30	
Break / Settling Time	0:30	0:30	8:30	9:00	8:30	9:00	To gather, if required for better Audio Listening
Dictation - Mock / Trial Audio (3 min. + Instruction Time)	0:10	0:10	9:00	9:10	9:00	9:10	
Break / Settling Time	0:05	0:05	9:10	9:15	9:10	9:15	To Relax
Dictation - Actual Audio (5 min. + 1 min.)	0:10	0:10	9:15	9:25	9:15	9:25	
Break / Settling Time	0:05	0:05	9:25	9:30	9:25	9:30	To go back to their Allotted Work Station
Login Time (First and Second incl. Instructions)	0:20	0:20	9:30	9:50	9:30	9:50	
Typing Trial (Mock)	0:12	0:12	9:50	10:02	9:50	10:02	
Keyboard Change Time	0:10	0:10	10:02	10:12	10:02	10:12	
Actual Typing	0:50	1:10	10:12	11:02	10:12	11:22	



Examination Flow:**(Hindi Steno Typing)**

Hindi Steno Typing	Normal Candidates (English)	PwBD Candidates (English)	Shift 1 - (Steno English Test) Normal Candidates		Shift 1 - (Steno English Test) PwBD Candidates		Remarks
	Duration (Min.)	Duration (Min.)	Start Time	End Time	Start Time	End Time	
Candidate Entry & Registration	0:60	0:60	12:00	01:00	12:00	01:00	
Break / Settling Time	0:30	0:30	01:00	1:30	01:00	1:30	To gather, if required for better Audio Listening
Dictation - Mock / Trial Audio (3 min. + Instruction Time)	0:10	0:10	1:30	1:40	1:30	1:40	
Break / Settling Time	0:05	0:05	1:40	1:45	1:40	1:45	To Relax
Dictation - Actual Audio (5 min. + 1 min.)	0:10	0:10	1:45	1:55	1:45	1:55	
Break / Settling Time	0:05	0:05	1:55	02:00	1:55	02:00	To go back to their Allotted Work Station
Login Time (First and Second incl. Instructions)	0:20	0:20	02:00	2:20	02:00	2:20	
Typing Trial (Mock)	0:12	0:12	02:50	03:02	02:50	03:02	
Keyboard Change Time	0:10	0:10	03:02	03:12	03:02	03:12	
Actual Typing	0:65	1:30	03:12	04:17	03:12	04:42	

Managing Stenography / Audio File:

- Content / Audio files has been created through Professional agency including backup sets.
- Content / Audio file used during Trial will be Subject / Language specific.
- Audio file will be in “.WAV” / .M4A / .MP3 / .AAC file format.



- Trial passages will be in a Single Audio file, which will also include some instructions for the candidates.
- Audio files for Trial and Actual will be different from each other however recorded by the same speaker.
- Basic instructions will be available in the Audio file for candidate's assistance.

Handling Stenography Notepad

- Examination Agency will provide Notepads (10 Sheets - 20 Pages) to all the candidates during Registration.
- Candidate will have to use front and back side of each page on the Notepad.
- Candidates will have to write their **Name, Exam Name, Exam Date, Roll No.** in **Figures and Words** on the Cover page of the Notepad.
- Candidates will also have to write their **Roll No., Dictation Speed** of the Examination on Top of each page of the Notepad being used.
- Candidates will also put their **Signature** and the **Exam Date** at the bottom of each page on the Notepad being used.
- In case if any of the candidate has written something on their Notepad during **Mock / Trial passage** then candidates would be advised to put a cross mark on the written area so that during the Actual Typing, candidate is not confused between the Trial Passage and Actual Passage.
- If any candidate has taken more than 1 Notepad, then it would be documented and while collecting all the Notepads would be stapled together.
- Candidates will not be allowed to leave the Exam Hall, unless they have deposited all the Notepad(s) which have been issued to them.
- All the USED & UNUSED Notepads will be sent by courier along with other exam related documents to **Central Location** in different envelopes by respective Venue Commanding Officer.

Important Instructions :

- Candidates will have to bring their own Pencils / Pens, Sharpener, Eraser from home.
- We will only provide with a Pen (any color) if any candidate has forgotten to bring their Pen / Pencil.
- Instructions pertaining to Shorthand and Typing Test may be handed over to candidates in a print format after Registration and the same will also be available on their Login Console.
- **Candidates will NOT be given any Printout after the Typing Test for the Typed Matter**
- Attendance would be captured immediately after First Login and before second Login.



- A generic consent from all the Candidates will be taken in Verbal for Audio clarity in the audio file after the Trial Passage has been played.
- Instructions to be given prior to Actual Passage to put a Cross on the Trial Passage if they have written it on the Steno notepad.
- All the Fans, Doors and Windows would be “SHUT” during dictation to prevent any outside noise.
- Candidates are not allowed to go for Bio-break after the Dictation is played and Candidates have done the stenography on the Note Pad.
- All the Exam functionaries to stand quietly ensuring all the candidates are covered, without any movement next to the wall, while dictation is being played.
- It is to be ensured that there is Pin Drop silence maintained during the Dictation through Audio file being played.
- Candidates may be allowed to sit anywhere other than their allotted seat, if they are comfortable in terms of proper Lighting or Audio sound is heard Clearly.

Exit Verification:

- All the candidates would go through Exit Verification for Photo Capturing and Biometric Verification.
- Stenography Notepad(s) & Printed Candidate Instructions Sheet issued to candidates would be collected and verified with the Attendance Sheet during Exit Verification.

Keyboard and Font:

For English:

- Inscript Keyboard and Font will be Times New Roman.

For Hindi:

- Remington Keyboard and Font will be Mangal.

2. परीक्षा केंद्र और स्किल परीक्षा के लिए विस्तृत प्रवेश पत्र के बारे में जानकारी उम्मीदवारों को अलग से उपलब्ध कराई जाएगी। उम्मीदवारों को सलाह दी जाती है कि वे भाराराप्रा की वेबसाइट पर निम्नलिखित लिंक <https://nhai.gov.in/#/> पर अपडेट के लिए जाएं, भाराराप्रा के बारे में → रिक्त पद → वर्तमान → विज्ञापन दिनांक 30.10.2025 →  । उन्हें नवीनतम अपडेट और जानकारी के लिए पंजीकृत ई-मेल पते पर अपना मेलबॉक्स और अपने पंजीकृत मोबाइल नंबर पर एसएमएस भी जांचना आवश्यक है।

The information regarding examination centre allotted to candidates and detailed admit card for the Skill Test will be made available to candidates separately. The candidates are advised to visit website of NHAI for further updates at the following link <https://nhai.gov.in/#/> → About NHAI → Vacancies → Current → Advt dated 30.10.2025 →  . They should also check their mailbox on the registered E-mail address and SMS in their registered Mobile Number for latest updates and information.


(भर्ती प्रकोष्ठ/ Recruitment Cell) 25/09/26

भा. रा. रा. प्रा. /NHAI