

INSTRUCTIONS FOR STENOGRAPHY SKILL TEST
(For the post of Personal Assistant vide Advt. No. 233/2024)

Candidates may appear in either English or Hindi Shorthand and Typing Test as per option opted by them. Option, once given, shall not be allowed to change.

All the shortlisted candidates are requested to report in the Auditorium at NITTTTR, Chandigarh on Saturday, the 11th January, 2025 for documents verification at 8.30 am.

- Candidate must bring the copy of e-Admit Card downloaded at the time of Written Test held on Tuesday, the 19th November, 2024 and he/she must carry one Govt. approved Photo Identity Proof (in original) during the Stenography skill Test.
- Candidate's admission to Stenography Skill Test is only provisional. Mere appearing in the test and qualifying the same does not in any way entitle the candidate for appointment to the post applied for. Appointment to the post is subject to fulfilment of prescribed qualification, experience and verification of documents.
- Candidates will be provided with Shorthand note book, pencil/pen and a computer machine (computer, keyboard and mouse).
- Candidate shall put his Name, Roll Number, Date of Test and Signature on shorthand note book provided by the institute.
- Candidate shall put his/her signature on the Attendance Sheet for document verification and trade test separately and handover the e-Admit Card to the invigilator. Biometrics of candidates will be recorded and shall be compared with already recorded during written test.
- **Mobile phones or any type of high-tech gadgets, pen drives etc. shall not be allowed in the examination hall. A candidate found holding above gadgets will be disqualified.**
- No outsider will be allowed in the premises during the conduct of the test.
- Pin-drop silence is required at the time of giving dictation to the candidates.
- Before the transcription, the invigilator will announce 'START', only then the candidates will start transcribing the dictated paragraph on the computer. After the prescribed transcription time is over, the invigilator will announce 'STOP' and immediately, print out of typed/transcribed paper and shorthand notebook will be taken from the candidates. No more time will be allowed after announcement of the word, 'STOP'
- Maximum 8% Errors / mistakes only are allowed for qualifying.
- Candidates shall test the computer machine (computer, a keyboard and a mouse) for its use before transcription of the para and give an undertaking that he/she is satisfied with the computer system.

• **English Test**

- Trial Paragraph (Dictation) : 2 Minutes
- Dictation @ 100 wpm for 1000 words : 10 Minutes
- Break before typing : 2 Minutes
- Transcription Time : 40 Minutes
(Font: Times New Roman, Font Size: 12 points)
- Note : Save as file name: Roll Number

• **Hindi Test**

- Trial Paragraph (Dictation) : 2 Minutes
- Dictation @ 100 wpm for 1000 words : 10 Minutes
- Break before typing : 2 Minutes
- Transcription Time : 55 Minutes
(Font: Mangal; Font size: 16 points)
- Note: Save as file name: Roll Number

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- Taking Printout of the typed material
- Before allowing candidates to leave the venue, all printouts and shorthand notebooks must be collected and signed by both the candidate and the invigilator.
- The decision of the examination controlling authority will be final and binding on the candidates.
- The candidates shall please note that there will be no re-test because of any reasons.
- The interim enquiries for result or other information will not be entertained. The candidates must regularly visit the Institute's website for the information.
- It will be the responsibility of the candidate to save, print and sign the typed material before leaving the examination hall.

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TEST

Nature of Mistakes

1. **FULL MISTAKES**: The following mistakes are treated as full mistakes:

- a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other word(s) figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- c) Every addition / repetition of a word or figure or a group of words or figures not occurring in the dictated passage.
- d) English full stop "." (except when used with abbreviations), Question mark "?" will be considered as separate words and any mistake in them will be treated as full mistake. If there is no space after these punctuation mark, then it will be treated as space error.
- e) Abbreviations except titles must be typed as their full form. Thus the words like *Government, Private, Limited* and *Company* should be typed in full form and not as *Govt., Pvt., Ltd.* and *Co.* respectively, otherwise they will be treated as full mistake. The only exception are the commonly used titles, which can be transcribed as abbreviation or their full form. For example, the dictation words Doctor, Sardar, Professor can be typed as full form or their short forms when used in title. Similarly both *Doctor* and *Dr.* will be treated correctly when used as title. So transcribing *Dr. Garg* as either *Dr. Garg* or *Doctor Garg* will be treated as correct. Abbreviation in English has to be followed by dot("."), else it will be considered as full mistake.

2. **HALF MISTAKES**: The following are treated as half mistakes:

- a) Wrong spelling, including transposition of letters in a word. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.
- d) Spacing errors: Where no space is provided between two correctly typed words (PanjabUniversity) or a correctly typed word is split into two words due to space (Uni versity).

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- e) Case errors: Wrong use of capital or small letters.


NOTE

- a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b) On language perspective, if same word is wrongly typed with same spelling at more than one place by the candidate then it is treated as one mistake.
- c) Compound words with hyphen will be treated as one word. If the candidate transcribes the compound words like check in or nitty-gritty as check in or nitty gritty respectively then it will be considered as full word mistake.
- d) Every passage will be accompanied by a list of words which can be spelt/written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- e) Candidates will only use shorthand for noting the dictation on the dictation sheet, the usage of longhand is prohibited.
- f) Mistake calculation will be as follows :

$$\text{Mistakes percentage} = \frac{100 * (\text{full mistakes} + \text{half mistakes} * 0.5)}{\text{Number of words in the master passage}}$$

- g) The above guidelines will be valid for Hindi Stenography Skill Test also.

Hemant Koul
20/11/2024


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