

General Information for the Candidates (Stenographer) :

- i. Candidates will be given a trial passage of 01-minute duration to familiarize with the voice of the passage dictator. This will not be considered for the purpose of evaluation.
- ii. Candidates will be given dictation of a passage in their opted language/s in a duration of 10 minutes which they will have to write in shorthand on the provided sheet/s of paper using either pen or pencil.
- iii. After the 10-minutes duration of dictation, the candidates will have to transcript/type the passage written in shorthand using Microsoft Word application in the provided Computer system. For typing in English, candidates are advised to use commonly used fonts Times New Roman or Calibri with font-size 12 and 1.5 line spacing. For typing in Hindi, candidates are advised to use commonly used fonts Mangal or Krutidev with font-size 14 and 1.5 line spacing.
- iv. Each candidate must type his/her Name, Roll No., Category, Applied Post on the top of every page before starting transcription of the passage.
- v. The transcription time will be 50 minutes for the candidates who have opted for English language and 55 minutes for the candidates who have opted for Hindi language.
- vi. Candidates must not type / delete anything after expiry of the allotted time duration for transcription. After completion of duration for transcription, the candidate will have to print his/her transcript. The candidates will have to fasten the printed transcript and shorthand script and affix their signatures on all the sheets before handing them over to the invigilator/s. Until both scripts are collected, printed and duly signed, the candidates must abide by the instructions given by the invigilator(s).
- vii. Printouts of the sheets without correct and clear Name, Roll No., Category, Applied Post and Signature will not be evaluated and will be awarded zero mark.
- viii. For evaluation of transcripts of Stenography test, the following mistakes will be 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 indicated 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 mistakes.
 - c) Every addition of a word or a figure or a group of words or figures not occurring in the dictated passage.
- ix. For evaluation of transcripts of Stenography Test, the following mistakes will be treated as Half Mistakes:
 - a) Wrong spelling, including transposition of letters in a word and omission of a letter or letters from a word. Misspelling of proper nouns or unfamiliar names are ignored. 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 and vice-versa.
 - c) Use of small letter at the beginning of the sentence.

- x. Unreserved candidates (UR) committing more than 7% errors and reserved category (SC, ST, OBC, PH) candidates committing more than 10% errors in the transcript will not be included in preparation of the Merit List. The Institute reserves the right to amend or relax the modalities/criteria if required at any point of time. The decision of the Institute in this regard will be final and cannot be challenged.
- xi. Merit list of candidates for the next phase (interview) will be prepared based on marks scored out of 100 with deduction of one mark for full mistake and half mark for half mistake as mentioned above. For the candidates who appear for the stenography test in both Hindi and English languages, the language in which they score higher marks would only be considered for preparation of the Merit List. Subsequently, a single combined merit list of candidates will be prepared for Hindi and English language.