

Procedure for Evaluation of Skill Test for the post of Stenographer:

A. Procedure for evaluating the typing test paper

1. One space will be counted after punctuation like comma (,) semi colon (;) & colon (:). Two strokes should be counted after full stop (.) and interrogation sign (?) at the end of the sentence but for dash (—) three strokes should be counted. For exclamation mark (!) at the end of the sentence, four strokes should be counted but if it is in the middle of the sentence, only two strokes will be counted.
2. The typing answer papers should be the exact replica in the matter
3. If the paragraph starts with in the test paper at 5 strokes, the candidate will have to set the machine at 5 strokes. If it is 7 strokes, it should be 7, otherwise it will be treated as a mistake
4. Difference between dash (—) and hyphen (-) should be clearly indicated otherwise it will be treated as a mistake
5. Every word overtyped will be treated as a mistake
6. Erasing is allowed
7. Every extra word inserted, misspelt or in any manner changed from the original copy will be treated as one mistake
8. Crowding of two or more words will be treated as mistakes
9. If the print of some strokes is lighter than others, it will not be treated as a mistake
10. Any letter pulling over the other will also be treated as an error
11. Repetition of any number of words will be marked one error
12. Any omission will be treated equivalent to one error.
13. 5 strokes will be considered equivalent to one word
14. For every one mistake committed, 10 words (50 strokes) will be deducted
15. Typing Test will be conducted for 5 minutes

Illustration for calculation of speed:

Suppose,

Total no. of strokes typed= 1000

Total no. of words typed= 200

Mistakes committed= 2

Deduction= 20 words or 100 strokes

Net Strokes/ word= 180 words or 900 strokes

Total Time= 5 minutes

Typing Speed= 36 words per minute

B. Procedure for evaluating short-hand test:

1. Every proper noun should start with the capital letter otherwise it will be one error
2. Not putting essential punctuation where absolutely necessary will be treated as a mistake
3. If the candidate does paragraphing, it should be done uniformly in all the paras i.e. if the space left is five at the beginning of the transcription, in the following paragraphs, the space left to start a new para should be only five otherwise it will be treated as an error
4. There will not be any mistake if the punctuations which are not necessary are not put by the candidate excepting the essential punctuation such as full stop, essential comma, exclamation mark and interrogation mark. If these are not put, mistakes accordingly will be counted. For example, if there is a full stop and no full stop has been put, there will be two mistakes, one for the full stop and another for the capital letter of the next word beginning.
5. In case of numbers such as "1344", there will be no mistake if the candidate types it as 'One Thousand Three Hundred and Forty Four'
6. If the candidate has not made any paragraph or made wrong paragraphs, this shall not be treated as an error
7. The speed in shorthand will not be calculated on the basis of strokes, it will be strictly on the basis of number of words dictated and mistakes committed by the candidate. For every mistake, only one word will be deducted. For example, if 500 words have been dictated and the mistake committed are 20, the number of mistakes i.e. 20 will be deducted out of 500 words which means that the net speed will be 480 words. If a passage of 500 words was dictated within the duration of 5 minutes, the mistakes in evaluating the short hand papers should not exceed 5% if the total words dictated. If the mistakes are more than 5%, the candidate is not treated to have qualified in the test. Therefore, as per the example given above, if the total number of words dictated are 500 and the mistake committed are 20, mistakes work out to be 4%. The candidate in this way will be treated as having qualified. If the candidate commits more than 5% mistakes, they will not be treated as having qualified.

Qualifying speed in short-hand is: 80 words per minute

Qualifying speed for typing test: 40 words per minute