

## **Instructions for Shorthand Test to the post of Junior Stenographer (Hindi/ English)**

- [1] Shorthand Test is a qualifying test only for participating in competitive written examination.
- [2] Shorthand Dictation should be taken down only in Shorthand script. If dictation is not written in Shorthand script, answer sheet will not be evaluated.
- [3] Write your name, Roll No. at the top of Shorthand Book.
- [4] Dictation can be written by pen or pencil in the stationery provided to you.
- [5] First a trial passage of One minute will be given to familiarize you with the pronunciation and speed, which can be written or listened as per your choice. If you have written trial passage, do not forget to cancel the same before taking down actual passage.
- [6] You are required to sign an undertaking that you are comfortable with the dictation arrangement, pronunciation etc.
- [7] A passage of 800 words will be dictated @ 80 w.p.m. [English/Hindi] in Ten Minutes.
- [8] All punctuation marks will be dictated i.e. Paragraph as Para, Full Stop as Stop, Comma as Comma etc. [English - Hindi both]
- [9] After completion of dictation, you have to sign below dictation taken down by you.
- [10] 5 minutes will be given for typing your Roll No., Category UR/ST/HH/Ex-Serviceman at the top of Computer screen, initial reading and checking your Computer, keyboard, mouse etc.
- [11] You are required to sign an undertaking that your Computer, keyboard, mouse etc. are perfectly in working condition.
- [12] Your computer has been provided with Pre-set Margin of 1.5" on left side, 1" on right side, 1.5" line spacing with right hand justification. Fonts : Times New Roman size 14 [for English] & Mangal/Krutidev size 14 [for Hindi]. No change in pre-set Margins, line spacing and Fonts is to be made. Spell Check and Copy-Paste commands have been disabled in your Computer.
- [13] Save the answer sheet by your Roll No. [Use Save as command]
- [14] After you are given 'start' signal, start typing transcription of dictated passage in 50 minutes for English Shorthand and 65 minutes for Hindi Shorthand on Computer.
- [15] If your complete transcription within 50/65 minutes, you can review the same and correct mistakes if any.
- [16] On completion of 50/65 minutes, you will be given 'stop' signal. Once again save your work and give print command for getting a print of the same as and when asked for.
- [17] At the end of your printed answer sheet, put your signature just after the last word you have typed and hand over both Shorthand script and transcribed sheet to the Invigilator.
- [18] The candidates must complete typing of transcription of dictated passage and not commit mistakes in addition to **7% - In case of Unreserved and 10% - In case of all reserved categories [EWS, SC, ST, OBC, ESM, PWD etc]**. Candidates committing upto 7/10% mistakes will only qualify. Answer sheets of candidates committing more than 7/10% errors will not be evaluated.