

**Instructions for Shorthand and Typing Trade Test for Stenographer  
Grade-II in English OR Hindi on 04.08.2023 (Friday)  
at NITTTR, Sector 26, Chandigarh**

Candidates may appear in either English or Hindi Shorthand and Typing Test as per option chosen by them. Option, once given, shall not be allowed to change. If no response is received on the Option by due date & time, it shall be assumed that the candidate shall take the test in English.

All the shortlisted candidates are requested to report in the Auditorium at NITTTR, Chandigarh Auditorium 4<sup>th</sup> August, 2023 at 08:30 AM for documents verification.

Shorthand and Typing Trade Test will be held in Two Batches as detailed below:

Batch	Candidates	
First Batch	40; (Merit Ranks from Sl. No. 01 to 40)	Including UR, SC, EWS and OBC category Candidates.
Second Batch	35; (Merit Ranks from Sl. No. 41 to 75)	

**First Batch: 10:00 AM, and  
Second Batch: 12:00 Noon**

- The shortlisted candidates of the Second Batch have to report at 11:00 AM for documents verification.
- Candidate must bring the copy of e-Admit Card downloaded at the time of Written Test held on 10.06.2023 and he/she must carry any Govt. approved Photo Identity Proof (in original) during the Shorthand and Typing Test.
- Candidate's admission to Shorthand and Typing Trade Test is provisional only. 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 & a computer machine (computer, keyboard and mouse).
- Candidate shall put his Name, Roll Number, Date of Test and Signature on shorthand note book.
- 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 note book 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 @ 80 wpm for 800 words : 10 Minutes
- Break before typing : 2 Minutes
- Transcription Time : 50 Minutes (Font: Times New Roman, Font Size: 12 points)
- Break (save as file name: Roll Number) : 2 Minutes

- Hindi Test

- Trial Paragraph (Dictation) : 2 Minutes
- Dictation @ 80 wpm for 800 words : 10 Minutes
- Break before typing : 2 Minutes
- Transcription Time : 65 Minutes (Font: Mangal; Font size: 16 points)
- Break (save as file name: Roll Number) : 2 Minutes

- Taking Printout of the typed material
- Collection of Printouts and shorthand note book signed by the candidate/invigilator before allowing the candidates to leave the venue.
- The **decision of the examination controlling** authority will be **final and binding** on the candidates.
- The candidates must 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 visit regularly the Institute's website for the information.

15

## 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 of a word or figure or a group of words or figures not occurring in the dictated passage.
  
2. **HALF MISTAKES**: The following are treated as half mistakes:
  - a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and 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 noun and vice versa.
  - c) Use of small letter at the beginning of the sentence.

### 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) 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.
- c) CANDIDATES ARE NOT PENALIZED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.

