

### 13- परीक्षा की स्कीम (Scheme of Examination) :-

i. चयन की रीति (Mode of Selection)

The Competitive examination shall include shorthand dictation and transcription of same on computer, as follows: -

<b>Jr. Personal Assistant (English)</b>	<b>Duration</b>	<b>Speed of Dictation</b>	<b>Marks</b>
English Shorthand	8 Minutes	<b>90 words per minute</b>	<b>50 Marks</b>
Transcription and typing of Dictated passage in English on Computer.	60 Minutes	.....	

ii. आशुलिपि परीक्षा के आयोजन की विधि (Method of Conducting Stenography Test) :-

- (1) The test will be called Shorthand speed assessment test.
- (2) Before dictating the final Shorthand passage to the candidates a trial passage containing 200-250 words shall be dictated at the same speed at which the final passage is intended to be dictated. The trial passage need not be transcribed and will not taken into account while marking.
- (3) After a lapse of two three minutes, of the dictation of trial passage, the final passage shall be dictated by the same person keeping in view the uniformity of speed which can be achieved by marking the passage after every 80-100 words as the case may be.
- (4) After the passage is dictated, five minutes time should be allowed to the candidates for reading the dictated passage.
- (5) The candidates shall be required to transcribe the passage on Computer. The trial passage, the shorthand sheets and transcription sheets should be attached together. All the three sheets should bear the name, date, Roll No. of the candidate.

$$\text{Speed} = \frac{\text{Actual Correct Words Typed} + \text{Permissible 5\% mistakes or actual committed mistakes, (Whichever is less)}}{\text{Duration of Dictation (8 Minutes)}}$$

$$\text{Marks} = \frac{\text{Actual Correct Words Typed} \times \text{Max. Marks (50)}}{\text{Total Dictated Words}}$$

**Actual Correct Words Typed** = Total Dictated Words — Actual Committed Mistakes.

**Note:-**

The general suitability for service of the candidates securing equal marks in Stenography Test shall be determined having regard to 'Age' of the candidates i.e. the candidate, elder in age shall be given higher place in merit.