

14- परीक्षा की स्कीम और पाठ्यक्रम (Scheme & Syllabus of Examination):—

- (1) Competitive Examination for the posts of Stenographers Grade-III/Stenographers Grade-II shall consist of the subject given in two alternative **Groups A and B**. A candidate shall be required to pass the subject group of the post applied and required to pass **Group C** compulsorily :-

Group – A

English Shorthand Test:

S.No.	Paper	Duration	Speed of dictation	Marks
1	Dictation of passage	6 Minutes	80 words per minute	100
2	Transcription and typing of Dictated passage in English on Computer.	50 Minutes	

Group – B

Hindi Shorthand Test:

S.No.	Paper	Duration	Speed of dictation	Marks
1	Dictation of passage	6 Minutes	70 words per minute	100
2	Transcription and typing of Dictated passage in Hindi on Computer.	50 Minutes	

Group – C

Computer Test:

S.No.	Paper	Duration	Marks	Minimum Marks for SC/ST & PH	Minimum Marks for all others
1	Speed Test	10 Minutes	50	20	22.5
2	Efficiency Test	10 Minutes	50	20	22.5

साक्षात्कार (INTERVIEW)

साक्षात्कार हेतु कुल रिक्तियों की संख्या के बराबर वरीयतानुसार अभ्यर्थियों को बुलाया जाएगा। साक्षात्कार के कोई अंक नहीं हैं। साक्षात्कार का एकमात्र उद्देश्य केवल यह सुनिश्चित करना है कि अभ्यर्थी इस सीमा तक ना हकलाता हो जिससे कि वह स्वयं द्वारा लिखे हुए को पढ़ने में असमर्थ हो। अभ्यर्थियों का अन्तिम चयन राजस्थान जिला न्यायालय लिपिकवर्गीय स्थापन नियम, 1986 के नियम 22 के अन्तर्गत आयोजित साक्षात्कार के अध्यक्षीन होगा।

(2) आशुलिपि परीक्षा के आयोजन की विधि (Method of Conducting Shorthand Test) :-

- i. 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 be taken into account while marking.


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- ii. 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.
- iii. After the final passage is dictated, five minutes time shall be allowed to the candidates for reading the dictated passage.
- iv. The candidates shall be required to transcribe the passage on Computer.

(3) गति एवं दक्षता परीक्षा के आयोजन की विधि (Method of Conducting Speed & Efficiency Test) :-

- i. The language of Speed & Efficiency Test shall be same as the language of Shorthand Test.
- ii. The font for Computer Test shall be "Kruti Dev 010" for Hindi and "Calibri" for English.
- iii. Minimum Speed should be 8000 key depressions per hour on computer.
- iv. Efficiency Test may be taken on word processing software. It shall include formatting of Text, Paragraph, Page & Table using proper methods and formatting of letters.

(4) मूल्यांकन की विधि (Method of Evaluation):-

(1) The mistakes shall be counted as full or partial mistakes, as the case may be:-

(a) The following should be counted as full mistakes:-

(1) Omission of words or figure.

(2) Substitution of wrong word or figure.

(3) Misspelling.

(4) Two partial mistakes will be equal to one full mistake.

(b) The following should be counted as partial mistakes:-

(1) Error or Omission in punctuation.

(2) Wrong use of capital or small letters.

(3) Wrong indentation of paragraph.

(2) **The margin of 5% mistakes may be allowed.** If the mistakes/omissions are more than 5% of the dictated passage, the excess number of mistakes over 5% shall be deducted from the total number of words dictated and the speed will be calculated.

(3) Assessment of speed and awarding of marks for **Shorthand Test**, following formula shall be adopted:-

$$\text{Speed} = \frac{\text{Actual Correct Words Typed} + \text{Permissible 5\% mistakes or actual committed mistakes, (Whichever is less)}}{\text{Duration of dictation (6 Minutes)}}$$

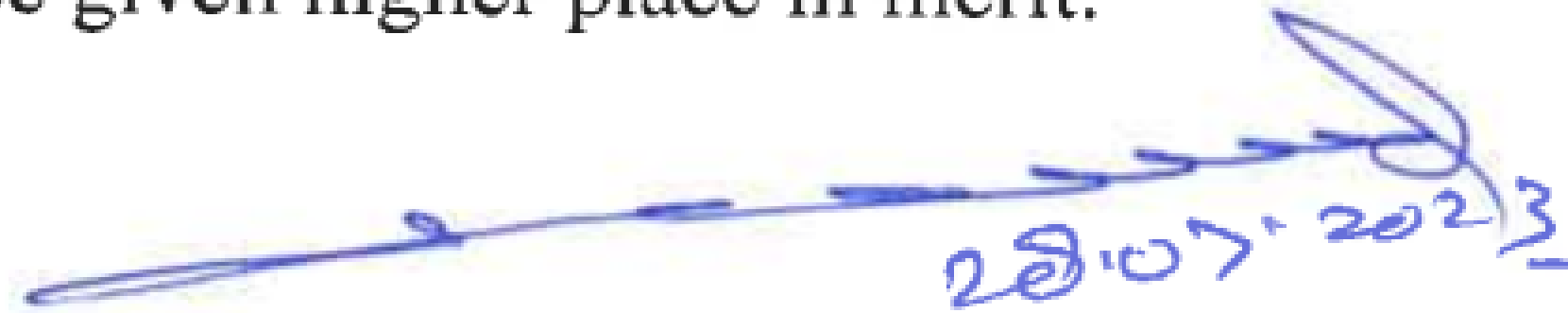
$$\text{Marks} = \frac{\text{Actual Correct Words Typed} \times \text{Max. Marks (100)}}{\text{Total Dictated Words}}$$

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

Notes: -

- (i) Merit list of successful candidates for selection shall be prepared on the basis of Total Aggregate Marks obtained in Shorthand Test and Computer Test (Speed Test & Efficiency Test).
- (ii) The successful candidates shall be eligible for appearing in the Interview, subject to the extent of total number of vacancies in order of merit.
- (iii) The general suitability for service of the candidates securing equal total aggregate marks in Shorthand Test and Computer Test (Speed Test & Efficiency Test) shall firstly be determined on the basis of higher marks obtained in the Shorthand Test and in case, the candidates secure equal marks even in Shorthand Test, the merit shall be determined having regard to age i.e. the candidate, elder in age shall be given higher place in merit.




28.07.2023