

**IMPORTANT INSTRUCTIONS FOR CANDIDATES APPEARING IN
ENGLISH STENOGRAPHER GRADE-II EXAM**

ENGLISH STENOGRAPHY/SKILL TEST — TOTAL MARKS: 40

Duration of Dictation per Passage	Total Passages	Speed of Dictation	Words per Passage	Total Transcription Time
4 Minutes	2	100 w.p.m.	400	50 Minutes

1. This Stage-II consists of **two** English Stenography Tests on Computer.
2. Candidates will be provided two English dictations of **400** words each through Recorded Sound played on Public Address System for **4** minutes at a speed of **100** words per minute.
3. **Candidates are required to bring their own pencil/pen to take Shorthand.** The Blank shorthand notebook will be provided at the center for taking notes. Candidates are required to write your Roll Number and name on Shorthand Notebook. Candidates are further required to hand over the Shorthand Notebook to the Invigilators, after the test is over before leaving the examination.
4. The Candidates appearing for the Stenography/Skill Test shall have to take the Dictation in Shorthand Notations only and those found to be taking/taken dictation in longhand, would be disqualified forthwith.
5. The candidate will have to transcribe their shorthand notes on their allotted Computer in **50** minutes duration.
6. **IMPORTANT:** The computer screen has been divided into two halves. In **first half**, candidate has to transcribe the **Passage-1** and in **second half**, candidate has to transcribe the **Passage-2**. During the transcription, candidate should take utmost care while typing the Passage-1 and Passage-2 in the specified screen/halves. If it is interchanged or mixed transcription, the machine will not read the transcription, and the whole responsibility lies with the candidate for its non-evaluation.
7. **Each candidate will be given opportunity to appear in two shorthand dictation transcription tests. APPEARING IN BOTH THE DICTATIONS & TRANSCRIPTION TESTS IS MANDATORY AND NO CANDIDATE WILL BE ALLOWED TO LEAVE THE EXAMINATION HALL AFTER FIRST DICTATION OR ANYTIME DURING THE TEST. In case, the candidate does not appear in any one of the Test(s), he/she will be treated as Absent in both the Test(s).**
8. The computer terminal allotted to the candidate will display the Welcome Login Screen. For Login, the candidate will have to enter his/her Roll Number and password.
9. Before login, candidates are advised to check all keys of the Keyboard along with mouse, monitor and display during practice typing test and if found any part faulty, ask to change the same.
10. The on-screen computer clock counter of every candidate will be set at the server. The countdown timer on the top of the computer screen will display the time remaining (in minutes) available for the candidate to complete the examination.
11. Candidate can increase text font size options Font+, Font-.
A+ Zoom In: Increase the font Size.
A- Zoom Out: Decrease the font size.

12. In case the computer/mouse allotted to any candidate malfunctions anytime during the test, the candidate will be immediately allotted another computer system, during change/restart of computer system timer gets frozen to give the candidate the full allotted time. There would be no loss of time for the candidate and the test would resume from where it was interrupted i.e., candidates will be directly redirected to the typing window.
13. The candidate will not be able to submit the Stenography Test manually and must keep typing till the completion of the allotted **50** minutes. At the end of **50** minutes, the Stenography Test will be submitted automatically.
14. Candidates will have the option to make corrections in the words typed anytime during the entire duration of the examination.
15. Candidate has the option to press backspace key, however, the timer will count the time elapsed using backspace key.
16. Candidates are advised to follow the Keys and Functions as given below:
 - Put a single SPACE between two words.
 - Following keys in the computer will be disabled in the test environment:
 - Enter Key
 - TAB Key
 - Escape Key
 - All function Keys (F1 to F12)
 - Drag - Drop
 - Copy-Paste
 - Windows Key (Left & Right)
 - CTRL Key (Left & Right)
 - Alt+F4, Ctrl+C & Ctrl+V
 - Insert Key
 - Delete Key
 - Home Key
 - End Key
 - Page Up Key
 - Page Down Key

Additionally, the following features will also be disabled/inaccessible: -

- *The Menu bar in Internet Explorer will not be accessible.*
- *The Secure Browser window will not be allowed to be closed.*
- *The Secure Browser Navigation buttons will be disabled.*
- *Spell check will be disabled.*

17. Evaluation Scheme

- Omission or substitution of a word/figure (full mistake).
- Omission or wrong insertion of a Punctuation Mark including Capital Letters (half mistake). However, mistakes will be counted in respect of essential Capital Letters only and not otherwise. Further, in case of repetition of same mistake of essential Capital Letter the same will be counted as one mistake only, irrespective of no. of such mistakes.
- Use of space after punctuation marks – **(Permissible Spaces)**

- a. Closing Brackets: One Space.
- b. End of Sentence by Full Stop: One or Two Space.
- c. Comma: One Space.
- d. Mr./Mrs.: No space / One Space.
- e. Question Mark: One or Two Space.

If more or less space(s) than the aforementioned are given, half mistake for each such wrong space will be counted, but total one mistake irrespective of number of same type of errors.

- Improper spacing between two words (half mistake).
- Substitution or a Wrong Word / figure in place of word / figure dictated (full mistake). If a figure “50” has been dictated by the orator but the candidate has typed “15”, one mistake will be counted. However, if a figure is written correctly either in numeral or words, both will be accepted and will not be counted as a mistake.
- Spelling Error in a word or a wrong figure (full mistake). If same spelling error is repeated while typing the passage, total one mistake irrespective of number of errors, otherwise (if spelling error is different), one mistake for every such spelling error. However, spellings of unfamiliar names will not be counted as mistake. Similarly, one mistake for every wrong figure.
- Addition of a word / figure not dictated (full mistake).
- Wrong typing of a date - One Mistake irrespective of the number of errors in one single date. For example, if the date 15.04.2012 is wrongly typed 16.03.2011, it will be treated as One Full Mistake. Dates & figures written correctly (either in numeral or words) will be acceptable and will not be counted as Mistake.
- Singular for plural or Vice Versa (half mistake).
- Typing of letters, Words, Characters, Symbols, or anything other than the contents of the dictated words (full mistake).
- **Punctuations used in the Dictation:** The Recorded passage(s) may have punctuations, such as **Full Stop/Pooranviram**, and **Comma/Alapviram** etc. Candidate is required to **put** punctuation mark(s) as heard while taking shorthand dictation in the following manner :

Punctuation Mark	To be typed as under
Full Stop/Pooranviram	.
Comma/Alapviram	,

18. The Steno Test will get auto submitted at the time when the duration of the test expires. However, after submission he/she will not be able to go out of the Exam Centre. He/she has to remain seated in his/her allotted desk.
19. Candidates are required to click on the **"I am ready to begin"** button to start Steno Typing at the stipulated time.