

IMPORTANT INSTRUCTIONS TO CANDIDATES APPEARING FOR STAGE – II ENGLISH SHORTHAND EXAM FOR SENIOR PERSONAL ASSISTANT (OPEN) EXAMINATION-2023

1. This Stage-II consists of two English Stenography Tests on Computer.
2. Candidates will be provided two English dictations of 550 words each through Recorded Sound played on Public Address System for 5 minutes.
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.
4. The candidate will have to transcribe their shorthand notes on their allotted Computer in 45 minutes duration.
5. **Each candidate will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered. 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.**
6. 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.
7. 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.
8. 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.
9. Candidate can increase text font size options Font+, Font-.
 A+ Zoom In: Increase the font Size.
 A- Zoom Out: Decrease the font size.
10. 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.
11. The candidate will not be able to submit the Stenography Test manually and must keep typing till the completion of the allotted 45 minutes. At the end of 45 minutes, the Stenography Test will be submitted automatically.
12. Candidates will have the option to make corrections in the words typed anytime during the entire duration of the examination.
13. Candidate has the option to press backspace key, however, the timer will count the time elapsed using backspace key.
14. If you are found copying / helping others, you will be disqualified.
15. You are NOT allowed to keep Mobile Phones or any other Electronic / Bluetooth Device.

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 of 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).
- **For Stenography Test — Total Marks: 100**

Total number of mistakes permissible would be 3% of the total words dictated, i.e., Sixteen and a half (16.5). Six (6) marks will be deducted for committing one full mistake each and Three (3) marks will be deducted for committing every half ($\frac{1}{2}$) mistake. Candidates committing Sixteen and a half (16.5) mistakes will get one (1) mark. Candidates committing more than 16.5 mistakes will be disqualified.

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.
