

Domain Skill Test for the Post of Personal Assistant
STENO TYPE TEST INSTRUCTIONS

General Instructions:

1. The detailed parameters for the **English Steno Test** are given as below –

S. No.	Item	Steno Typist
1	Minimum Qualifying parameters	Minimum qualifying speed of at least 100 words per minute in English shorthand; and transcription speed of minimum 20 words per minute in English with maximum 8% of mistakes.
2	Test passage length for dictation	Two paragraphs of 250 words each. All 250 words in each paragraph are given as single paragraph only.
3	Dictation Time	First Para will be of 2 minutes 30 seconds. After a rest of 2 minutes; second Para will be dictated for 2 minutes 30 seconds.
4	Transcription Time	25 minutes for 500 words
5	Trial Passage length for dictation	200 words
6	Trial Passage Time for dictation	2 minutes
7	Transcription Practice Time for trial	2 minutes

2. The typing test software records all key combinations pressed by the candidate during typing test. Candidate is strongly advised not to press any illegal combinations such as Microsoft Windows Key combinations like Windows+L, Ctr+Alt+Del etc. In such cases candidate will be responsible for the loss of time or any other inconvenience caused. No extra time or chance will be given in such case.

Transcription related instructions:

1. Definition of a "word" has been standardized to combination of characters separated by punctuation mark (**except hyphen**) or space.
2. The following dictionaries/spell checkers will be treated as standard dictionaries/spell checkers for spelling purpose:
 - Oxford Dictionary of English
 - English spell checker provided in MS Office

Note- Decision regarding spellings of foreign words, proper nouns and other words not present in any of the above dictionaries/spell checkers will be taken by a committee of language experts constituted for this purpose.

3. CALCULATION OF ERRORS:

i) Full mistakes:

- 3.1.1 Omission of any word
- 3.1.2 Substitution of any wrong word
- 3.1.3 Addition of any wrong/Extra word not found in the passage
- 3.1.4 Candidate is expected to spell properly commonly used English words only as per standard dictionaries/spell checkers. Wrongly spelled words will be treated as full mistake.
- 3.1.5 English full stop "." (except when used with abbreviations), Question mark "?" will be considered as separate words and any mistake in them will be treated as full mistake. If there is no space after these punctuation mark, then it will be treated as space error.
- 3.1.6 Numeric words must be transcribed in numeric form only otherwise it will be treated as full error. Thus, "Five hundred" must be typed as "500" and not as "five hundred".

3.1.7 Abbreviations and short forms:

- 3.1.7.1 Abbreviations except titles must be typed as their full form. Thus the words like *Government*, *Private*, *Limited* and *Company* should be typed in full form and not as *Govt.*, *Pvt.*, *Ltd.* and *Co.* respectively, otherwise they will be treated as full mistake. The only exception are the commonly used titles, which can be transcribed as abbreviation or their full form. For example, the dictation words Doctor, Sardar, Professor can be typed as full form or their short forms when used in title. Similarly both *Doctor* and *Dr.* will be treated correctly when used as title. So transcribing *Dr. Garg* as either *Dr. Garg* or *Doctor Garg* will be treated as correct. Abbreviation in English has to be followed by dot("."), else it will considered as full mistake.

(ii) Half mistakes:

- 3.2.1 Spacing errors: Where no space is provided between two correctly typed words (PanjabUniversity) or a correctly typed word is split into two words due to space (Uni versity).
- 3.2.2 Case errors : Wrong use of capital or small letters.

Note - All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.

(iii) Ignore mistakes:

- 3.3.1 **Punctuations:** Punctuation marks except English full stop ".", Question mark "?" will be ignored while checking.

- 3.3.2 On language perspective, if same word is wrongly typed with same spelling at more than one place by the candidate then it is treated as one mistake.
- 3.3.3 Compound words with hyphen will be treated as one word. If the candidate transcribes the compound words like check in or nitty-gritty as check in or nitty gritty respectively then it will be considered as full word mistake.
4. Candidate must transcribe the two paragraphs in separate text boxes. But at a time, there will be one visible Text Box on the screen. Therefore, after typing first paragraph on the given text box, candidate has to press enter key to move from first paragraph to next paragraph. Similarly, for editing the text, arrow keys or PgUp and PgDn can be used to move to previous or next paragraph of text.

NOTE: If paragraph is not transcribed in its designated text box then all words in the paragraph will be penalized.

5. Candidates will only use shorthand for noting the dictation on the dictation sheet, the usage of longhand is prohibited.

Mistake Calculation Examples: -

$$\text{Mistakes percentage} = \frac{100 * (\text{full mistakes} + \text{half mistakes} * 0.5)}{\text{Number of words in the master passage}}$$

