

ANNEXURE – V: Scheme of Skill Test

(1) Group Code : 2. Assistant Administrative Officer/Jr Administrative Officer/Office Assistants (NS)

Skill Test (Stage-II): Only for those who qualify in Stage-I

- **Nature of Examination:**

This will be a Computer based Skill Test Examination. Skill test will be conducted in CBT mode where candidates have to type answer in Computer using keyboard.

- **Language and Mode of Examination:**

English & Computer based Test.

- **Duration of Examination:**

1hour (60 minutes)

- **Description of Examination and Marks for Computer Skill Test:**

The questions will be based on Practical Scenario based on syllabus provided in the qualification published for CBT examination. The computer based skill test will be of 50 marks and distribution of marks will be as follows:

2 questions from Noting & Drafting:	30 marks
2 questions from Precise Writing:	20 marks

Qualifying Marks for Stage-II: The candidate will have to score a minimum of 17 marks.

(2) Group Code : 3. Junior Administrative Assistant (LDC)/ LDC/Upper Division Clerk/Senior Administrative Assistant

Skill Test Norms as per Essential Qualification:

1. Data Entry Operator Grade A

Should possess a speed of not less than 2000 key depressions per 15 minute (8000 key depressions per hour)

2. Junior Administrative Assistant/Lower Division Clerk

Qualifying Speed for English Typewriting test for 15-minute test:

35 w.p.m. on Computer.

Or

Qualifying Speed for Hindi Typewriting for 15-minute test:

30 w.p.m. on Computer.

3. Senior Administrative Assistant/UDC/Upper Division Clerk

Qualifying Speed for English Typewriting test for 15-minute test:

35 w.p.m. on Computer.

Or

Qualifying Speed for Hindi Typewriting for 15-minute test:

30 w.p.m. on Computer.

Skill Test (Stage-II): Only for those who qualify in Stage-I. Skill test will be conducted in two parts which is as follows:

A. Part A: Writing Skill Test (Mandatory for all post in the Group)

a. Type of Examination:

Descriptive Type Examination

b. Duration of Examination:

One Hour (60 Minutes)

c. Mode of Examination: Computer Based Test

Topics will appear on the screen and answers are to be typed through Keyboard.

d. Language of Paper:

English or Hindi

e. Division of Questions and Marks Distribution:

There will be two types of segment: An Essay and another a letter writing.

i. Essay 20 Marks

ii. Letter Writing 10 Marks

Total 30 Marks

f. Syllabus of Examination:

The topics will be for an Essay and a Letter writing on general issues related to the society, nation or world.

g. Qualifying Criteria:

Each candidate has to secure minimum 10 marks.

B. Part B: Typing Skill Test

a. Nature of Examination

Qualifying Examination only.

b. Mode of Examination

Candidates will be evaluated for their typing proficiency in the computer as per skill test mentioned as applicable.

The text for typing will be provided in the language chosen by the candidate

c. Language of Examination:

English or Hindi (For Data Entry Operator Grade A post, the language will only be English only.)

Candidates can choose either English or Hindi for the test.

- I. For the English Test conventional QWERTY Computer Keyboard will be provided.
- II. For the Hindi Test candidates are required to familiarize themselves with Mangal on the conventional English QWERTY Keyboard/Inscript Key Board respectively. There is no provision for any other type of keyboard or font for this test.

EVALUATION CRITERIA/CONDUCTION GUIDELINES FOR TYPING/DATA ENTRY SPEED TEST (DEST) [ENGLISH / HINDI]

Basic principle in Typing/Word Processing/Data Entry being replication of the Master/Test Passage (including any errors found in Master/Test Passage), errors (i.e. every wrong stroke/effort of input) committed by candidates are classified on the basis of their nature and treated/penalized as under :

I. NATURE OF MISTAKES : The following errors will be marked as Full Mistakes :

(1) FULL MISTAKES : The following errors will be marked as Full Mistakes :

- (a) Omission of every word/figure. [e.g. 'Online Advertising is an art' typed as 'Online Advertising is art']. [उदाहरण - 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'ऑनलाइन एडवरटाइजिंग कला है']
- (b) Substitution of every wrong word/figure including absurd input (i.e. illegible, unmeaningful & disjointed group of letters/punctuation marks/number(s)/signs/characters etc.). [e.g. 'I shall be grateful' typed as 'I will be grateful'; or 'Online Advertising is an art' typed as 'Astfe orlin;d o/4' & L D? "%]. [उदाहरण- 'मैं सदैव आपका आभारी रहूँगा' को 'मैं हमेशा आपका आभारी रहूँगा'; या 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'लिकिन काल/पन्द जे,क गि(र्द : "%]।
- (c) Addition/Repetition of every wrong word/figure not found in the passage. [e.g. 'I shall be grateful' typed as 'I shall also be grateful' (addition); 'I shall shall be grateful' (repetition)] [उदाहरण – मैं सदैव आपका आभारी रहूँगा को 'मैं सदैव सदैव आपका आभारी रहूँगा']।

- (d) Spelling Errors : Every spelling error committed by way of repetition/addition/ transposition/omission/substitution of 'a letter'/'letters' or 'a Matra'/'Matras' (in case of Hindi). [e.g. 'spelling' typed as 'spelling'(repetition); 'spellings' (addition); 'seplling' (transposition); 'splling' (omission); 'smelling' (substitution) etc.]

[Note : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards]

[उदाहरण- 'अनुसार' को 'अनुसर'(छूटना); 'अनुसामर(जोड़ना); 'अनूसार(प्रतिस्थापन); 'अनुशासार(स्थानांतरण); 'अनुसारर(दोहराव)]।

[नोट : अलग-अलग हिंदी फ्रॉन्ट/कीबोर्ड के उपयोग में अक्षरों के गठन/संयोजन में अंतर के कारण व्याकरणिक रूप से सही वैकल्पिक वर्तनी को छूट है; उदाहरण- 'गद्यांश' या 'गद्यांश']।

(2) **HALF MISTAKES** : The following errors will be marked as Half Mistakes :

- (a) **Spacing Errors** : Where no space is provided between two words or a word and a punctuation mark. Also, every undesired/extra space provided between two words/letters of a word or a word and a punctuation mark. [e.g. 'helpful. I hope' typed as 'helpful. Ihope,'(concatenation); 'helpful. I hope,'(concatenation); 'helpful. I hope'(extra spacing)].

[Note : No mistakes will be counted for extra spaces between words in case 'justification of text' has been done by a candidate/by default in computer]

[उदाहरण- 'महानगर' को 'महा नगर'; 'संसद सदस्य' को 'संसदसदस्य'। ऐसे ही किसी भी शब्द और विराम चिह्न में गद्यांश के विपरीत रिक्त स्थान देने/ना देने पर [उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता , कि'; या 'ऐसा नहीं होता,कि']।

- (b) **Punctuation Errors** : Every punctuation error committed by way of repetition/addition/ omission/substitution. [e.g. 'I hope,' typed as 'I hope,'(repetition); 'I hope,'(addition); 'I hope'(omission); 'I hope,'(substitution) etc.]

[Note : Even single space after full stop is allowed]

[उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता,, कि'(दोहराव); 'ऐसा, नहीं होता, कि'(जोड़); 'ऐसा नहीं होता कि'(लोप); 'ऐसा नहीं होता। कि'(प्रतिस्थापन)]।

- (c) **Paragraphic Errors** : In case of dissimilarity from the Master/Test Passage, every error of –

- (i) Inclusion/non-inclusion of a paragraph;
- (ii) Inclusion/non-inclusion of standard indent (i.e. equal to 5 spaces) by use of 'Tab Key' in the beginning of a paragraph;
- (iii) Non-inclusion of space or inclusion of extra space between paragraphs.

- (d) **Wrong Capitalization** : Wrong use of capital letter for small letter and vice versa.

[Note : This does not apply to Hindi Typewriting Scripts]

NOTE 1 : Maximum Penalty – 1 Full Mistake for a word. [e.g. 'hope' typed as 'Ho pa' has 2 Half & 1 Full Mistakes (Capitalisation, Spacing & Spelling Error due to substitution of a letter), but treated as 1 Full Mistake]. उदाहरण – 'अतिरिक्त' को 'अति रिक्त' टाइप करने पर 2 आधी तथा 1 पूर्ण गलती की बजाय 1 पूर्ण गलती ही मानी जाएगी]

NOTE 2 : No checking of mistakes to be done in case of insufficient gross input/strokes and "Insufficient Attempt" remark need to be written in Result. [e.g. For a 35 w.p.m./10 minutes typing test the minimum input is 1750 strokes (35x5x10) or 875 strokes for a 5 minutes test. Similarly, for a 8,000 kdph/15 minutes DEST a minimum input required is 2,000 strokes (8,000/4) or 1,333/667 strokes for a 10/5 minute test respectively]. [उदाहरण – 35 श.प्र.मि./30 मि. 'टाइप टेस्ट' में कम-से-कम 1750 अक्षर या 5 मि. में 875 अक्षर चाहिए। इसी तरह, 8,000 के.डी.पी.एच./15 मि. 'डेस्ट' में कम-से-कम 2,000 अक्षर और 10/5 मि. में 1,333/667 अक्षर चाहिए।

II. **QUALIFYING STANDARDS** :

The Qualifying Standard required is 35/30 w.p.m. or 12,000/8,000.

III. **COUNTING/CALCULATION OF MISTAKES & PENALTY** :

- (1) Total No. of Mistakes = Number of Full Mistakes+ 1/2 the Number of Half Mistakes.
[Note : NO rounding off to be done e.g. FM=4 & HM=7, then Total=7.5]
 (2) Standard Average Word length taken as 5 strokes.
 (3) For each full mistake the penalty shall be 50 strokes. [e.g. For 20 Mistakes the Penalty = No. of Strokes – 1,000 i.e. (50x20)]

IV. CALCULATION OF SPEED :

For example of a 10 minutes Typing Test/DEST, the calculation will be :

TYPING TEST (in w.p.m.)	DATA ENTRY SPEED TEST (DEST) (in KDPH)
<u>Total No. of Strokes - Penalty</u>	<u>Total No. of Strokes – Penalty</u> x 60
50	10
e.g. $\frac{3,000-1,000}{50} = \frac{2,000}{50} = 40$ w.p.m.	e.g. $\frac{3,000-1,000}{10} \times 60 = \frac{2,000}{10} \times 60 = 200 \times 60 = 12,000$ kdph
50 50	10 10

V. CALCULATION OF ACCURACY :

In case of need for checking accuracy, it shall be calculated as follows :

TYPING TEST (in w.p.m.)	DATA ENTRY SPEED TEST (DEST) (in KDPH)
Accuracy = $\frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$	Accuracy = $\frac{\text{Net Data Entry Speed}}{\text{Gross Data Entry Speed}} \times 100$
e.g. Accuracy = $\frac{40}{50} \times 100 = 80\%$	e.g. Accuracy = $\frac{12,000}{15,000} \times 100 = 80\%$

Note:

- (i) A single skill test examination will be conducted for all post in the group and qualification criteria will be applicable as per published eligibility.
- (ii) A candidate has to qualify in both part of skill test as mentioned above. For Part A (written test), common qualifying criteria will be applicable. For Part B (typing test), qualifying criteria will be applicable as provided for the respective posts in the Group.
- (iii) Backspace key is allowed.

(3) Group Code- 34. PA to Principal/ Personal Assistant/ Stenographer/ Stenographer Gr.II/Stenographers (S)

Skill Test Norms as per Essential Qualification:

1. Stenographer /Stenographer Gr.II/Stenographers (S)

Skill test:- (Dictation) (English / Hindi) @80 w.p.m. for 10 minutes

Transcription Time : 50 minutes (English) only on computers;
65 minutes (Hindi) only on computers

2. PA to Principal/Personal Assistant

Skill test:- (Dictation) (English / Hindi) @100 w.p.m. for 10 minutes

Transcription Time : 40 minutes (English) only on computers;
55 minutes (Hindi) only on computers

(Stage-II): Only for those who qualify in Stage-I

For English transcription: QWERTY computer keyboard will be provided.

For Hindi : Mangal. There is no provision for any other type of keyboard or font for this test.

EVALUATION CRITERIA - STENOGRAPHY/SHORTHAND TEST
[ENGLISH/HINDI] – NATURE OF MISTAKES

I. FULL MISTAKES : The following mistakes are treated as full mistakes :-

(a) Omission of every word or a figure that occurs there in the dictated passage.

(b) Substitution of every word or figure not occurring there in the dictated passage.

[Note : substitution of words with numerals or vice-versa in case of a figure or financial terms **is allowed** e.g. '20,000 tonnes' typed as 'Twenty Thousand tonnes' or vice-versa, 'Rs. One Thousand' substituted as 'Rs. 1000/-' or vice-versa, **but not allowed** in case of years e.g. '1950' written as 'Nineteen Fifty' or 'Nineteen Hundred Fifty'].

उदाहरण - ' 20,000 टन' को 'बीस हजार टन' या इसके विपरीत; एक हजार रूपए को 1,000 रूपए/रु. 1,000 या इसके विपरीत; परन्तु वर्षों के मामले में ऐसे करने की **अनुमति नहीं है** (उदा. - '1950' को 'उन्नीस सौ पचास')

(c) Addition/Repetition of every word or figure not occurring in the dictated passage.

[Note : In case of a group of words or figures omitted/substituted (replaced)/added/repeated, number of mistakes will be equal to actually spoken number of words/numbers/numerals].

II. HALF MISTAKES : The following are treated as half mistakes :-

(a) Wrong Spellings/Mis-spelling/Spelling Errors **[Note :** In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards]:

(i) Mis-spelling due to Omission/addition/substitution/transposition of letter(s) in a word unless that leads to becoming a meaningful word which is treated as a substitution mistake i.e.Full Mistake [e.g. 'want' typed as

'waant/wnt/waat/wnat' (mis-spelling - Half Mistake); but 'want' typed as 'wants'/'wanted'/'wanting' etc. (substitution – Full Mistake)].

उदाहरण - 'अंतरराष्ट्रीय' को 'अंतराष्ट्रीय'; 'अत्यधिक' को 'अत्याधिक'; 'जागृत' को 'जाग्रत'; श्रीमती को श्रीमति (अशुद्ध वर्तनी - आधी गलती), परन्तु 'हैं' को 'है'; 'राजनितिक' को 'राजनीतिज्ञ' (प्रतिस्थापन - पूर्ण गलती)

- (ii) Mis-spelling of names of popular personalities/leaders/institutions/Govt. Bodies/Countries [e.g. 'Lok Sabha' typed as 'Lok Sabah'; 'Dr. Rajendra Prasad' typed as 'Dr. Rajender Prasad'; 'India' typed as 'Indiya'].

उदाहरण - 'लोकसभा' को 'लोकसबा'; 'डॉ. राजेंद्र प्रसाद' को 'डॉ. राजेंदर प्रसाद'; 'अमरीका' को 'अमेरिका'

[Note 1 : Repetition of the same spelling mistake is ignored if with similar spellings (viz. 'spelling' typed again as 'spelng' but not ignored if typed as 'seplling')

Note 2 : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards].

- (b) Joining/Disjoining : Joining of two separate words or disjoining of a single compound word which is written as a single word [e.g. 'of course' typed as 'ofcourse'; 'in spite of' typed as 'inspite of'; 'grandparents' typed as 'grand parents'; 'within' typed as 'with in'].

उदाहरण - 'महानगर' को 'महा नगर'; 'जलपान' को 'जल पान'; 'उच्च विचार' को 'उच्चविचार'; 'संसद सदस्य' को 'संसदसदस्य'

- (c) Transposition of words (maximum two consecutive words at a place) in a sentence (i.e.. the transposed words are not marked as individual mistakes) [e.g. 'disconnected from the source' typed as 'disconnected the from source' are counted as one half mistake only]. उदाहरण - 'यद्यपि मैं ऐसा नहीं सोचता' को 'यद्यपि ऐसा मैं नहीं सोचता'

- (d) Punctuation Marks : Omission or addition of 'Full Stop'/'Question Mark' (i.e. no other kind of punctuation mark viz. 'Comma' etc.). Also, substitution of 'Full Stop'/'Question Mark' with 'Comma' or vice versa.

- (e) Spacing : Inclusion of space before punctuation marks or non-inclusion of space after punctuation marks viz. full-stop, comma etc. as per grammar rules. [e.g. 'Therefore, it is' typed as 'Therefore , it is' or 'Therefore,it is'; 'Work has been done.' typed as 'Work has been done .']. उदाहरण - 'इसलिए, ऐसा है' को 'इसलिए , ऐसा है' या 'इसलिए,ऐसा है' However, extra space(s) between two words or after punctuation marks is ignored if Right Justification is done in computer.

[Note : As an exception, even inclusion of space given before Purna-Viram or Prashn-Chinh is allowed in case of Hindi] उदाहरण - 'काम हो चुका है।' या 'काम हो चुका है ।', दोनों स्वीकार्य हैं।

- (f) Abbreviations : Use of arbitrary and unfamiliar/non-standard abbreviations [e.g. 'R.B.' for 'Rashtrapati Bhawan'; 'thru' for 'through', 'hon'bly' for 'honourably', etc]. However, standard abbreviations are acceptable [e.g. 'Hon'ble/Hon./hon.' for 'Honourable', 'MP' for 'Member of Parliament', 'Prof.' for 'Professor' etc.]. उदाहरण के लिए - 'राष्ट्रपति भवन' को 'रा.भ.'; या 'माननीय महोदय' को 'मा.महो.']. हालाँकि, मानक लघुरूप स्वीकार्य हैं [उदाहरण के लिए - 'डॉक्टर' को 'डॉ.']

(g) **Non-Capitalization** : Use of small for capital letters (**Not applicable in Hindi Language**) :

- (i) At the beginning of a sentence (where a full stop exists in the master/test passage) and also in case of a full stop mistakenly added by candidate;
- (ii) Proper nouns (i.e. specific names of an individual/person, country, place, designation);
- (iii) Standard Titles [e.g. Mr., Ms., Mrs., Sh., Dr. etc.];
- (iv) Standard Abbreviations [e.g. 'mp' for 'MP' abb. of 'Member of Parliament', or 'pm' for 'PM' abb. of 'Prime Minister' etc.]; and
- (v) Parliamentary term(s) viz. Name of a Committee/Commission/Bill/Act/Motion including the term itself when the context relates to Legislative Business/Parliament [e.g. 'Right to Information Act, 2005' typed as 'right to information act, 2005' – three half mistakes; 'President's Address' typed as 'president's address' – two half mistakes].

[Note : Except in (a) above, repetition of same non-capitalization mistake is to be ignored.]

NOTE 1 : Alternate spellings of words in the passage (Oxford/British English spellings) as available in the 'Dictionary.com' are allowed in case of English Passages (e.g. 'organisation' and 'organization', 'program' and 'programme' etc.). उदाहरण के लिए - 'आरम्भ' तथा 'आरंभ'; 'बर्तन' तथा 'बरतन' इत्यादि

NOTE 2 : More than one error in a single word : All the different types of errors are marked but counted as only one full mistake (i.e. maximum penalty can be One Full Mistake).

NOTE 3 : No mistake is counted for 'Wrong paragraphing/Non-paragraphing/Use or non-use of Tab or 5 spaces for paragraphing.

NOTE 4 : Even single space given after Full Stops is allowed in case of English Test.

NOTE 5 : Computation of marks from the Shorthand is essentially marked in terms of 0% mistakes. A universal criterion of 5% mistake is generally taken as cut-off for qualifying. But in this exam this has to be converted to marks. Therefore, 5% mistakes will be equated with 40% marks (usual qualifying marks in examination) i.e. those who make 5% mistakes will be given 40% of 100 (40 marks). For every 1% less mistakes an additional 12 marks be added to 40 in such a manner that those who make 0% mistake will be full marks (100).

NOTE 6 : To convert the %age of mistakes into marks, 40 marks will be awarded for 5% mistakes. For every 1% less mistakes, 12 marks on pro-rata basis will be added in such a manner that full 100 marks will be awarded for 0% mistakes. [e.g. 58 marks for 3.5% mistakes]

Note:

- (i) For a candidate provisionally eligible in more than a post in the group requiring different skill test has to appear separately in respective skill test as per mentioned norms. Candidate qualifying in respective skill test associated with the post will be consider eligible only for respective post.
- (ii) Stenography test including dictation will be conducted in standard examination hall meant for CBT based examination. AIIMS reserves the right to use standard public address system for dictation to be decided on the day of the skill test.

(4) Group Code- 37. Coding Clerk/Coding Clerks/Medical Record Assistant/Medical Record Technician/Medical Record Technicians

Stage II: Typing Skill Test

a) Nature of Examination

Qualifying Examination only.

b) Mode of Examination

Candidates will be evaluated for their typing proficiency in the computer as per skill test mentioned as applicable.

The text for typing will be provided in the language chosen by the candidate

c) Language of Examination: English or Hindi

Candidates can choose either English or Hindi for the test.

- I. For the English Test conventional QWERTY Computer Keyboard will be provided.
- II. For the Hindi Test candidates are required to familiarize themselves with Mangal on the conventional English QWERTY Keyboard/Inscript Key Board respectively. There is no provision for any other type of keyboard or font for this test.

d) Skill Test Norms

Qualifying Speed for English Typewriting test for 15-minute test:
35 w.p.m. on Computer.

Or

Qualifying Speed for Hindi Typewriting for 15-minute test:
30 w.p.m. on Computer.

EVALUATION CRITERIA/CONDUCTION GUIDELINES FOR TYPING [ENGLISH / HINDI]

Basic principle in Typing/Word Processing/Data Entry being replication of the Master/Test Passage (including any errors found in Master/Test Passage), errors (i.e. every wrong stroke/effort of input) committed by candidates are classified on the basis of their nature and treated/penalized as under :

- I. NATURE OF MISTAKES :** The following errors will be marked as Full Mistakes :

- (3) FULL MISTAKES :** The following errors will be marked as Full Mistakes :

- (e) Omission of every word/figure. [e.g. 'Online Advertising is an art' typed as 'Online Advertising is art']. [उदाहरण - 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'ऑनलाइन एडवरटाइजिंग कला है']
- (f) Substitution of every wrong word/figure including absurd input (i.e. illegible, unmeaningful & disjoined group of letters/punctuation marks/number(s)/signs/characters etc.). [e.g. 'I shall be grateful' typed as 'I will be grateful'; or 'Online Advertising is an art' typed as 'Astfe orlin;d o/4' &L D? "%]. [उदाहरण- 'मैं सदैव आपका आभारी रहूँगा' को 'मैं हमेशा आपका आभारी रहूँगा'; या 'ऑनलाइन एडवरटाइजिंग एक कला है' को 'लिंकिन काल/प'न्द जे,क गि(र्द :"%]।
- (g) Addition/Repetition of every wrong word/figure not found in the passage. [e.g. 'I shall be grateful' typed as 'I shall also be grateful']

(addition); 'I shall shall be grateful' (repetition)] [उदाहरण – मैं सदैव आपका आभारी रहूँगा को 'मैं सदैव सदैव आपका आभारी रहूँगा']।

- (h) Spelling Errors : Every spelling error committed by way of repetition/addition/ transposition/omission/substitution of 'a letter'/'letters' or 'a Matra'/'Matras' (in case of Hindi). [e.g. 'spelling' typed as 'spelling'(repetition); 'spellings' (addition); 'seppling' (transposition); 'splling' (omission); 'smelling' (substitution) etc.]

[Note : In case of Hindi – grammatically correct alternate spellings will be exempted due to difference in letters formation/combination of letters formation (sandhi-vichhed) in case of use of different Hindi Fonts/Keyboards]

[उदाहरण- 'अनुसार' को 'अनुसर'(छूटना); 'अनुसामर(जोड़ना); 'अनूसार(प्रतिस्थापन); 'अनुशासार(स्थानांतरण); 'अनुसारर(दोहराव)]।

[नोट : अलग-अलग हिंदी फ्रॉन्ट/कीबोर्ड के उपयोग में अक्षरों के गठन/संयोजन में अंतर के कारण व्याकरणिक रूप से सही वैकल्पिक वर्तनी को छूट है; उदाहरण- 'गद्यांश' या 'गद्यांश']।

- (4) HALF MISTAKES : The following errors will be marked as Half Mistakes :

- (e) Spacing Errors : Where no space is provided between two words or a word and a punctuation mark. Also, every undesired/extra space provided between two words/letters of a word or a word and a punctuation mark. [e.g. 'helpful. I hope' typed as 'helpful. Ihope,'(concatenation); 'helpful.I hope,'(concatenation); 'helpful. I hope'(extra spacing)].

[Note : No mistakes will be counted for extra spaces between words in case 'justification of text' has been done by a candidate/by default in computer]

[उदाहरण- 'महानगर' को 'महा नगर'; 'संसद सदस्य' को 'संसदसदस्य']। ऐसे ही किसी भी शब्द और विराम चिह्न में गद्यांश के विपरीत रिक्त स्थान देने/ना देने पर [उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता, कि'; या 'ऐसा नहीं होता,कि']।

- (f) Punctuation Errors : Every punctuation error committed by way of repetition/addition/ omission/substitution. [e.g. 'I hope,' typed as 'I hope,,'(repetition); ', hope,'(addition); 'I hope'(omission); 'I hope,,'(substitution) etc.]

[Note : Even single space after full stop is allowed]

[उदाहरण- 'ऐसा नहीं होता, कि' को 'ऐसा नहीं होता,, कि'(दोहराव); 'ऐसा, नहीं होता, कि'(जोड़); 'ऐसा नहीं होता कि'(लोप); 'ऐसा नहीं होता। कि'(प्रतिस्थापन)]।

- (g) Paragraphic Errors : In case of dissimilarity from the Master/Test Passage, every error of –

(iv) Inclusion/non-inclusion of a paragraph;

(v) Inclusion/non-inclusion of standard indent (i.e. equal to 5 spaces) by use of 'Tab Key' in the beginning of a paragraph;

(vi) Non-inclusion of space or inclusion of extra space between paragraphs.

- (h) Wrong Capitalization : Wrong use of capital letter for small letter and vice versa.

[Note : This does not apply to Hindi Typewriting Scripts]

NOTE 1 : Maximum Penalty – 1 Full Mistake for a word. [e.g. 'hope' typed as 'Hopa' has 2 Half & 1 Full Mistakes (Capitalisation, Spacing & Spelling Error due to substitution of a letter), but treated as 1 Full Mistake]. उदाहरण – 'अतिरिक्त' को 'अति रिक्त' टाइप करने पर 2 आधी तथा 1 पूर्ण गलती की बजाय 1 पूर्ण गलती ही मानी जाएगी]

NOTE 2 : No checking of mistakes to be done in case of insufficient gross input/strokes and “Insufficient Attempt” remark need to be written in Result. [e.g. For a 35 w.p.m./10 minutes typing test the minimum input is 1750 strokes (35x5x10) or 875 strokes for a 5 minutes test. Similarly, for a 8,000 kdph/15 minutes DEST a minimum input required is 2,000 strokes (8,000/4) or 1,333/667 strokes for a 10/5 minute test respectively]. [उदाहरण – 35 श.प्र.मि./30 मि. ‘टाइप टेस्ट’ में कम-से-कम 1750 अक्षर या 5 मि. में 875 अक्षर चाहिए। इसी तरह, 8,000 के.डी.पी.एच./15 मि. ‘डेस्ट’ में कम-से-कम 2,000 अक्षर और 10/5 मि. में 1,333/667 अक्षर चाहिए।]

II. QUALIFYING STANDARDS :

The Qualifying Standard required is 35/30 w.p.m. and duration of test to be 15 minutes.

III. COUNTING/CALCULATION OF MISTAKES & PENALTY :

(3) Total No. of Mistakes = Number of Full Mistakes+ 1/2 the Number of Half Mistakes.

[Note : NO rounding off to be done e.g. FM=4 & HM=7, then Total=7.5]

(4) Standard Average Word length taken as 5 strokes.

(5) For each full mistake the penalty shall be 50 strokes. [e.g. For 20 Mistakes the Penalty = No. of Strokes – 1,000 i.e. (50x20)]

IV. CALCULATION OF SPEED :

For example of a 10 minutes Typing Test, the calculation will be :

TYPING TEST (in w.p.m.)	
<u>Total No. of Strokes -</u>	
<u>Penalty</u>	50
e.g. $\frac{3,000-1,000}{40 \text{ w.p.m.}} = \frac{2,000}{40} =$	
50	50

V. CALCULATION OF ACCURACY :

In case of need for checking accuracy, it shall be calculated as follows :

TYPING TEST (in w.p.m.)	
Accuracy = $\frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$	
e.g.	Accuracy = $\frac{40}{50} \times 100 = 80\%$

(5) Group Code- 40. Junior Hindi Translator/Junior Translation Officer

(Stage-II): Only for those who qualify in Stage-I

- **Nature of Examination:**
This will be a Written Test Examination.
- **Language and Mode of Written Examination:** Written test will be conducted in both Languages i.e. Hindi and English language. Pen and Paper mode.
- **Duration of Examination:** 1½hours(90 minutes)
- **Description of Examination and Marks for Written Test:**
The Written test will be of **100** marks and distribution of marks will be as follows:

• Hindi to English Translation:	15 marks
• English to Hindi Translation :	15 marks
• Letter Writing (Hindi):	10 marks
• Letter Writing (English) :	10marks
• Essay Writing (Hindi)(200 words):	20 marks
• Essay Writing (English)(200 words):	20 marks
• Medical Terminology English to Hindi:	5 marks
• Medical Terminology Hindi to English:	5 marks

Qualifying Marks for Written Test (Stage-II): The candidate will have to score a minimum of 33 marks