

## SCHEDULE

### SCHEME OF EXAMINATION

The examination will consist of a Shorthand test and a Typing/Typewriting Test. Both the tests will be in English.

The candidate will be required to bring their own Type-writer with them.

2. For Shorthand Test there will be a dictation of 120 words per minute relaxing for SC/ST candidates upto 100 words per minute lasting 7 minutes. The candidate will be required to transcribe the dictation on the Typewriter in not more than 1(one) hour.

3. For Typewriting Test, there will be Type writing Speed Test for 60 words (relaxable for SC/ST candidates upto 50 words) per minute for Manipur Secretariat Stenographers Service and,

(ii) 50 words (relaxable for SC/ST candidates upto 40 words) per minute for stenographers of Government Departments.

4. A candidate who qualifies in the Shorthand Test and does not qualify in the Type writing test or vice-versa will not be declared as qualified in the Examination.

5. The procedure of the valuation of the Shorthand Test paper and the Typewriting Test paper will be as in Annexure I and Annexure II respectively.

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#### ANNEXURE -I

##### SHORTHAND TEST

##### MARKING OR TRANSCRIPTION

Minimum Marks - 100

(a) Substitution or omission of a word or addition of a word not dictated at all is an error. Provided that except where the context is a cleared indication to the contrary, the addition or omission of the definite or indefinite article, preposition, or conjunction or substitution of one word for another where the outline for the two words is the same in the system of shorthand followed will be counted as one error for every two such instances if they are pen or pencil written.

(b) Misspelt words including wrongly divided or compounded word combinations such as 'can not' instead of 'cannot' or 'in as much as' instead of 'inasmuch as' will be mark as one error for two such instances if they are pen or pencil written.

(c) All the errors noted on the answer as indicated above should be totaled up (a fraction in total being ignored) and a graduated scale of deduction of the marks should be made as follows:

Deduct  $\frac{1}{4}$  mark for each of the first 60 errors.

Deduct  $\frac{1}{2}$  mark for each of the next 30 errors.

Deduct 1 mark for each of the next 10 errors.

Candidates who score not less than 60% on this basis will be regarded as having qualified in the Shorthand Test. Any fraction of 59 will be counted as 60.

ANNEXURE-II

TYPE WRITING TEST

MARKING OF TYPED MATERIAL

**Maximum Marks -100**  
**Typing 800 words in 10 minutes.**

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|--|---------|
| (a) Word in the passage omitted or words not in the passage type, other than definite article, - | 1 mark. |
| (b) Word in the passage omitted or word not in the passage typed being a definite article,       | ½ mark  |
| (c) Misspelt word  | ½ mark  |
| (d) Word wrongly divided at the end of the line, e.g. 'act-ng' instead of 'act-ing'              | ½ mark  |
| (e) Repetition of word for each word.  | ¼ mark  |
| (f) Repetition of line-for each repeated line.   | 1 mark  |
| (g) Overtyping, crowding or pilling for each instance.   | ¼ mark  |
| (h) Jumping of space, no spacing, irregular spacing-for each instance.                           | ¼ mark  |

A credit mark of 5 will be awarded to a candidate who has completed typing 700 words and a credit mark of 10 marks will be awarded to a candidate who has completed 800 words. 5 marks are reserved for Tidiness. From the balance typed as indicated above, candidates who score not less than 70% on this basis will be regarded as qualified in the Type-writing Test.

A candidate who qualified in the Short Hand Test and does not qualify in the Type Writing Test or vice versa will not be declared as qualified in the examination.

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MANIPUR PUBLIC SERVICE COMMISSION

LIMITED QUALIFYING SPEED TEST EXAMINATION

FOR STENOGRAPHER GRADE-I

Instructions to Candidate

(Typewriting Test)

WARNING- In all correspondence with the Commission in respect of this test you should invariably indicate your Roll No. and addressed to the Secretary, Manipur Public Service Commission, North AOC Point, Imphal-795001. If you fail to do so, your communication may not be attended to. Any change in your address must be promptly communicated to the Commission along with address slips on which your Roll Number, name and changed address should be neatly written or typed.

1. Before the commencement of the test, candidates will be allowed ten minutes to adjust their typewriters and to ensure that they are in good working condition. Blank paper for the test will be supplied by the Commission. If the typewriter of a candidate goes out of order the candidates should not shout or disturb others but to remain seated quietly and inform the invigilator.
2. Candidates must start write their particulars (Roll No. etc.) in the space provided on each page and should put their signature and date at the end of the matter typed by the candidates. Entries on the first page will be made before the test and thereon the other pages after the test.
3. Candidates must start typing from the beginning of the Question paper and must complete the whole paper.
4. If any candidate finished the paper before the allotted time he/she should restart it and continue typing until the expiry of the time. They should typed on one side of the sheet(s) provided and in double space. Any matter typed in single space will be ignored. If a candidate uses more than one sheet he/she should fasten all the sheets securely together with the tag supplied. They should not tear any sheet given to them.
5. Candidates must return the question papers along with their scripts to the invigilator on duty. They should not take out of the Examination Hall either the Question paper or script or any blank typing paper. They are not allowed to leave the Examination Hall until the expiry of the allotted time.
6. Candidates must stop typing as soon as the stop signal is given. They shall remain at their desks and wait until their scripts are collected and accounted for. They must not type, write, erase after the expiry of the allotted time.
7. Silence must be observed in the Examination Hall. Smoking is strictly prohibited. Candidates must abide by any further instruction, which may be given to them. They are required to report to the Supervisor/Officer-in-Charge half an hour before the commencement of the test.
8. Candidate should ensure that their typewriters are in good condition. No fresh chance will be given to the candidates whose type writers go out of order while typing.
9. Scheme of examination is enclosed herewith.

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