

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.

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 marked 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.
