

Instructions for Group No. 58, 59 & 60

Important Common Instructions to Candidates Appearing For Qualifying Test For Senior Scale Stenographer (Both-English & Hindi), Junior Scale Stenographer (Both-English & Hindi), Steno Typist (Both-English & Hindi), Senior Scale Stenographer (English), Junior Scale Stenographer (English), Steno typist (English) and Steno typist (Hindi) Exam Under Common Eligibility Test (CET) Group-C, Advertisement No. 3/2023, Category No. 390, 391, 392, 393, 394, 395 & 396, Group No. 58, 59, 60.

The process of Qualifying test shall be as under:-

Group No.	Category No.	Language	Dictation Speed (WPM)	Time to be given	Total words	Transcription (Typing) speed WPM	Transcription (Typing) time to be given
Test-I Steno-typist (Hindi)							
60	396	Hindi	64	2½ Minute	160	11	15 minute
Test-II Steno-typist (English)							
59	395	English	80	2½ Minute	200	15	13.5 minute
Test- III Senior Scale Stenographer (English) & Junior Scale Stenographer (English)							
59	393 & 394	English	100	2½ Minute	250	20	12.5 minute
Test- IV Steno-typist (Both-English & Hindi)							
58	392	English	80	2½ Minute	200	15	13.5 minute
		Hindi	64	2½ Minute	160	11	15 minute
Test -V Senior Scale Stenographer (Both-English & Hindi) & Junior Scale Stenographer (Both-English & Hindi)							
58	390 & 391	English	100	2½ Minute	250	20	12.5 minute
		Hindi	80	2½ Minute	200	15	13.5 minute

Note :- Mistake should not be exceed as detailed mentioned in the advertisement no. 3/2023, Appendix-B(Amended) for Group No. 58, 59 & 60 Category no. 390, 391, 392, 393, 394, 395, 396 (copy of Appendix-B(Amended) available on HSSC Website).

1. This qualifying test shall be held on Computer.
2. Candidates will be provided dictation through Recorded Sound played on Public Address System.
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.
5. **APPEARING IN BOTH i.e THE DICTATION & TRANSCRIPTION TEST IS MANDATORY AND NO CANDIDATE WILL BE ALLOWED TO LEAVE THE EXAMINATION HALL AFTER FIRST DICTATION OR ANY TIME 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. The candidate will not be able to submit the Stenography Qualifying Test manually. At the end of allotted time, the Stenography Test will be submitted automatically.
10. Candidates will have the option to make corrections in the words typed any time during the entire duration of the examination.
11. Candidate has the option to press backspace key, however, the timer will count the time elapsed using back space key.
12. If you are found copying/helping others, you will be disqualified.
13. Dictation written in shorthand shall only be considered. If any candidate write in longhand or otherwise, then the shorthand test of such candidates will not be evaluated by the Commission.
14. You are NOT allowed to keep Mobile Phones or any other Electronic/Bluetooth Device.
15. 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.*

16. Evaluation Scheme

Full Mistakes: - The following mistakes are treated as full mistakes.

1. Every **Omission** of a word or figure.
2. Every **substitution** of a word or figure in place of word or figure as dictated.
3. Every **addition** of a word or figure or a group of words or figures not occurred in the passage dictated.
4. Wrong use of capital letter for small letter and vice-versa.
5. Where there is **no space** between two words in that case a Mistake will be counted.

However, undesired space between the two words will be ignored but if there is undesired space between a word and Full Stop(.) then one mistake will be counted.

Half-Mistakes: - The following mistakes are treated as half mistakes.

1. Using singular or plural noun and vice versa.
2. Using of small letter at the beginning of the sentence.

Note:-

- i. More than one error in a **single** word: All the errors are counted but the total mistakes counted in a single word will be treated as one mistake.
- ii. Substitution of currency value with words or figures will also be ignored.
- iii. No mistake of paragraph indenting.
- iv. Substitution of the way of writing dates will be ignored for example: 04 July, 1990 or 04/07/1990 or 04.07.1990.
- v. There are some more types of examples which can be typed either way will be ignorable or similar type of words will be ignorable: e.g.

%	-	Percent
&	-	and
₹	-	Rs. - Rupees
Ld.	-	Learned
v/s	-	vs. -Versus
u/s	-	Under Section

- vi. However, arbitrary abbreviation will be treated as a mistake.

चंद्रबिंदु की जगह बिंदु या बिंदु की जगह चंद्र बिंदु के प्रयोग को सही माना जाएगा जैसे 'चांद' अथवा 'चाँद', 'हूँ' अथवा 'हूँ'। स्टैनो हिन्दी के पेपर में दो शब्द के बीच लगे हाईफन की गलती जैसे विचार-विमर्श, काम-काज, विषय-वस्तु, इत्यादि को भी इग्नोर (ignore) किया जायेगा।

- 17.** Senior Scale Stenographer (Both), Junior Scale Stenographer (Both), Steno typist (Both) के पद हेतु पहले अंग्रेजी स्टैनो की डिक्टेसन देने उपरांत उसको टाइप करवाकर सबमिट करने की कार्यवाही पूरी की जाएगी तदोपरांत ही हिन्दी स्टैनो की डिक्टेसन देने उपरांत उसको टाइप करवाकर सबमिट(submit) करने की कार्यवाही पूरी की जाएगी।
- 18.** स्टैनो हिन्दी की स्टैनोग्राफी/शॉर्टहैण्ड परीक्षा क्वालीफाई करने वाले सभी अभ्यर्थियों की लिखित परीक्षा के लिए विशिष्ट आशुलिपी के पाठ्यक्रम (syllabus) को अपनाया जायेगा। इसी प्रकार से स्टैनो अंग्रेजी में Pitman Shorthand के पाठ्यक्रम (syllabus) को अपनाया जायेगा।
- 19.** The Steno qualifying 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.
- 20.** The Syllabus of qualifying test of all these posts has been published on HSSC website on 07.03.2023. According to this Shorthand and transcription test for qualifying the said posts shall be conducted as computer based test in Kruti Dev 10 for Hindi in font 14 & Arial for English in font 12 with line spacing 1.5 point for Steno qualifying test.
- 21.** Candidates are required to click on the "I am ready to begin" button to start Steno Typing at the stipulate time.
