

**OFFICE OF COMPTROLLER AND AUDITOR GENERAL OF INDIA  
10 BAHADUR SHAH ZAFAR MARG  
NEW DELHI - 110124**

**Examination Wing**

No.316/11-Exam/Speed Test Steno/2021

Date: 30/06/2022

**Circular No. 14 of 2022**

To

**Heads of Department of IA&AD offices**

(As per e-mail list)

**Subject: Advance increments granted to Stenographers of subordinate Offices on qualifying speed test in shorthand at 100/120 w.p.m., in the 7<sup>th</sup> CPC Scenario- Clarifications reg.**

Sir/Madam,

Circular of Staff Wing No. 191-Staff Entt (Rules)/A.R/03-2021 dated 31/08/2021 & circular No. 05 of 2021 dated 03/11/2021 of Exam Wing on the subject refers.

Exam Wing at HQs is in receipt of letters as well as phone calls seeking clarification on various points regarding conduct/eligibility etc on the subject cited above. Accordingly, clarification on the points sought is as under:

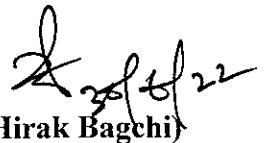
Sl No.	Particulars	Clarifications
1	Whether Sr. PS/PS/Steno Grade-I (C)/ Steno Grade-II (D) all are eligible for Speed Test	Yes, officials who were initially appointed in the Cadre of Stenographer in IA &AD are eligible.
2	What is the eligibility/ minimum service required for Speed Test	No minimum service is required after completion of probation. Completion of probation is a must.
3	What is the qualifying marks	The Speed Test is based on completion of transcription correctly (100/120 w.p.m) with speed within prescribed time. Further, 5% errors/mistakes are allowed for unreserved (UR) category and 7% for reserved category. Procedure for calculation of mistakes is attached.
4	Duration of the Speed Test	<b>For Speed Test 100 word per minute:</b> Dictation of 10 minutes in English or Hindi (as per option of the candidate) at the speed of 100 words



		<p>per minute. The matter will have to be transcribed in Computer. The transcription period is 40 minutes in English and 55 minutes in Hindi (55 minutes and 75 minutes respectively for candidates eligible for scribe).</p> <p><b>For Speed Test 120 word per minute:</b>  Dictation of 10 minutes in English or Hindi (as per option of the candidate) at the speed of 120 words per minute. The transcription period is 30 minutes in English and 45 minutes in Hindi (45 minutes and 65 minutes respectively for candidates eligible for scribe).</p>
5	Number of chances admissible	Three
6	Preparation/setting of question paper (article/ paragraph) for Speed Test	The question paper (article/paragraph) for Speed Test will be prepared locally by an officer not below the rank of DAG/ Dy. Director
7	Who will sanction advance increment	HoD after satisfying conditions laid down

This issues with the approval of competent authority.

Yours faithfully,



(HIRAK BAGCHI)

Sr. Administrative Officer (Exam)

## **EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES**

### **1. FULL MISTAKES: The following mistakes are treated as full mistakes:-**

- a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words / figures dictated which have been replaced / substituted by other word(s) / figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

### **2. HALF MISTAKES: The following are treated as half mistakes:-**

- a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.

### **NOTE**

- a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b) Every passage will be accompanied by a list of words which can be spelt / written in more than one form. All the spellings / forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.

### **c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.**

d) The above guidelines will be valid for Hindi Stenography Skill Test also.

e) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00

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