

सा./No.: 5-1(211)/2014-PD

Dated 01.12.2022

प्रेषक : संयुक्त सचिव (प्रशासन)
From: Joint Secretary (Admn.)

सेवा में: सी.एस.आई.आर के सभी राष्ट्रीय प्रयोगशालों/संस्थाओं/इकाईयों के निदेशक/प्रमुख
To : The Directors/Heads of all National Labs./Instts./Units of CSIR

विषय/Sub.: Scheme of Examination for Limited Department Competitive Examination for the Posts of Senior Stenographer – reg

महोदया/Madam / महोदय/Sir,

I am directed to refer to Rule 5(ii) of Section II of Part III of CSIR-ASRP Rules, 2020 regarding recruitment to the post of Senior Stenographer by examination & proficiency test limited to departmental Junior Stenographers and to state that DG, CSIR, has accorded approval for the Scheme of Examination (attached) for Limited Departmental Competitive Examination for Post of Senior Stenographer.

भवदीय/Yours faithfully,


01 Dec 2022

(एम. अरुण मणिकण्ड भारति / M Arun Manikanda Bharathi)
अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्नक : यथोपरि / Encl. : As above

प्रतिलिपि/ Copy to:

1. सीआर.आई.एस. वेबसाइट/ CSIR website.
2. कार्यालय प्रति / Office copy

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Scheme of Examination for Limited Departmental Competitive Examination for Post of Senior Stenographer

PART A	Proficiency Test	Qualifying in nature
PART B	Competitive Written Examination [Objective Type Multiple Choice Examination]	200 Marks

PART A PROFICIENCY TEST

I. SCHEME OF PROFICIENCY TEST:

- a. The Stenography/Shorthand Test in English will comprise Dictation Test at 100 words per minutes for 10 minutes which the candidates will be required to transcribe in 40 minutes on the computer.
- b. The Stenography/Shorthand Test in Hindi will comprise Dictation test at 100 words per minutes for 10 minutes which the candidates will be required to transcribe in 55 minutes on the computer.
- c. For VH/OH (afflicted by Cerebral Palsy or locomotor disability): The VH/ OH [afflicted by Cerebral Palsy or locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate {Candidates with disability of forty (40%) percent} will be given] required to transcribe the matter in 70 minutes for English Shorthand Test and in 95 minutes for Hindi Shorthand Test.
- d. No exemption from Stenography test will be granted to any category of candidates on any condition/circumstance.

II. EVALUATION OF TRANSCRIPT OF STENOGRAPHY TEST - NATURE OF MISTAKE

The methodology of evaluation of Stenography Test, calculation of mistakes, etc. is enclosed as **Annexure-A**.



PART B COMPETITIVE WRITTEN EXAMINATION (For those who qualify in Proficiency Test)

I. Candidates qualified in the Proficiency Test are required to appear in Competitive Written Examination as detailed below:

Subject	Max. Questions	Max. Marks	Duration and Timing General Candidates	Duration and Timings for VH/ OH (afflicted by Cerebral Palsy and locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidates)
Paper: (Objective Type Multiple Choice Questions)				
(a) General Awareness	100	100	2 hours	2 hours 40 minutes
(b) Comprehension and writing ability of English Language	100	100		

Note I:- Questions relating to General awareness will be set both in Hindi and English. There will be no Question Paper in Braille for Visually Handicapped candidates.

Note II:- There will be negative marking of 0.25 marks for each wrong answer in the examination.

Note III:- Provision for Compensatory Time and Scribe:

- (a) The Visually Handicapped/ Cerebral Palsy candidates will be allowed compensatory time in the examination. In addition, the Orthopedically Handicapped (OH) candidates (other than a candidate afflicted by Cerebral Palsy) who has a locomotor disability (40% or more) wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the medical certificate submitted by the candidate), such candidates can also avail the assistance of a scribe and a compensatory time of 20 minutes per hour in the examination, subject to such requests being made in the application form.

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- (b) Persons with visual disability of less than forty percent will not be considered as visually handicapped persons. One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.
- (c) No attendant will be allowed with such VH/CP/OH candidates inside the examination premises.

II. SYLLABUS FOR COMPETITIVE WRITTEN EXAMINATION:

a. **General Awareness: -**

Question will be aimed at testing the candidates General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research.

b. **Comprehension and Writing Ability of English Language:-**

Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also.

III. PREPARATION OF MERIT LIST:

- a. The Proficiency Test will only be qualifying in nature.
- b. The final Merit list will be prepared on the basis of the performance of the candidates in the competitive written examination.

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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.

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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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