COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI-110001.

OFFICE MEMORANDUM

No. 3-2/b/LDCE-2026/E.I(RC) Date: 19.11.2026

Subject:- **LDCE-2026- Qualifying Test in Hindi/English Shorthand for the post of Private Secretary and Senior Stenographer- reg.**

In continuation of notification of even number dated 23.09.2026, it is hereby notified that: -

1. Medium of Shorthand test will be the same as opted by the Candidates at the time of submitting online application for LDCE-2026.
2. The shorthand test will be conducted as per the following norms:-

1.	Dictation	10 Minutes @100 w.p.m.
2.	Transcription (on computer)	40 Minutes for English and 55 Minutes for Hindi

3. The percentage of ignorable mistakes allowed for proficiency test in stenography shall be as per applicable norms and the Scheme of Proficiency Test in Stenography & Evaluation of Transcripts shall be as per CSIR Letter No. 5-1(211)/2014-PD dated 21.12.2021.

19/11/2026

(Anil Kumar Sharma)
Under Secretary (RC)

To,

All the Candidates for the post of Private Secretary & Senior Steno in LDCE-2026.

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.