

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

PROCEDURES & GUIDELINES FOR SKILL TEST

For Posts – Stenographer, Senior Assistant, Junior Assistant, Personal Assistant & Superintendent

[Ref – Recruitment Notice No./NITRR/R-1/Advt./2023/159 dated 13.07.2023]

**Posts – Personal Assistant & Stenographer
(Skill Test will be of Qualifying in nature only)**

Sr. No.	Post	Essential Skill Requirement
1	Personal Assistant	Min. speed of 100 w.p.m. in stenography
2	Stenographer	Min. speed of short hand 80 w.pm. in Stenography

(Duration: 10 minutes for shorthand dictation and 50 minutes for transcription in English / 55 Minutes for transcription in Hindi)

- Candidates will be given the option to indicate and take the Stenography skill test in either Hindi language or English language or both the languages, although there will be equal weightage given to both the languages for evaluation.
- The candidates should bring their admit card, pen, pencil and sharpener. Shorthand notebook sheets will be provided by the institute for writing the dictated passage in shorthand. Stapler and pins will also be made available in the exam rooms/laboratories for fastening multiple sheets of a candidate.
- Candidates will be given a trial passage of 01-minute duration to familiarize with the voice of the passage dictator. This will not be considered for the purpose of evaluation.
- A passage of 800 words of the similar difficulty level will be prepared/set in both English and Hindi languages. Candidates will be given dictation of the passage in their opted language/s in a duration of 10 minutes which they will have to write in shorthand on the provided sheet/s of paper using either pen or pencil.
- After the 10-minutes duration of dictation, the candidates will have to transcript/type the passage written in shorthand using Microsoft Word application in the provided Computer system. For typing in English, candidates are advised to use commonly used fonts Times New Roman or Calibri with font-size 12 and 1.5 line spacing. For typing in Hindi, candidates are advised to use commonly used fonts Mangal or Krutidev with font-size 14 and 1.5 line spacing. Spelling and Grammar check/ Auto-correct option in the Microsoft Word application should be switched off/deactivated in all Computer systems and the candidates are strictly instructed not to turn it on.
- Each candidate must type his/her Name, Roll No., Category, Applied Post on the top of every page before starting transcription of the passage.
- The transcription time will be 50 minutes for the candidates who have opted for English language and 55 minutes for the candidates who have opted for Hindi language.
- If any problem is encountered by the candidate during typing, he/she should immediately inform it to the exam invigilator/s. Later any complaints about computer malfunction will not be entertained.

It will be the responsibility of the candidate to keep saving his/her typed file. Institute will not be responsible for the loss of typed files of candidates.

9. Candidates should not type / delete anything after expiry of the allotted time duration for transcription. After completion of duration for transcription, the candidate will have to print his/her transcript. The candidates will have to fasten the printed transcript and shorthand script and affix their signatures on all the sheets before handing them, over to the invigilator/s. The invigilator/s should also affix his/her signature on all the sheets. Until both scripts are collected, the candidates should remain in their seats and should not leave the examination hall without prior permission of the invigilator/s. The candidates should also abide by other instructions given by the invigilator/s.
10. Printouts of the sheets without correct and clear Name, Roll No., Category, Applied Post and Signature will not be evaluated and awarded zero mark.
11. For evaluation of transcripts of Stenography test, the following mistakes will be 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 indicated 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 mistakes.
 - c) Every addition of a word or a figure or a group of words or figures not occurring in the dictated Passage.
12. For evaluation of transcripts of Stenography Test, the following mistakes will be 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 or 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 and vice-versa.
 - c) Use of small letter at the beginning of the sentence.
13. For evaluation of transcripts of Stenography Test, the following method of calculation of mistakes adopted:
 - a) Method of calculation of mistakes:

$$\text{Percentage of errors} = \frac{(\text{Full mistakes} + \text{Half mistakes} / 2) \times 100}{\text{Number of words in the master passage}}$$
 - b) Percentage will be rounded off to two decimal places. 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.
 - c) 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.
 - d) Candidates are not penalized for any type of errors or mistakes other than those described above.

- e) The above guidelines will be valid for Hindi Stenography Skill test also.
14. Unreserved candidates (UR) committing more than 7% errors and reserved category (SC, ST, OBC, PH) candidates committing more than 10% errors in the transcript will not be deemed qualified in skill test for the respective posts. The Institute reserves the right to amend or relax the modalities/criteria if required at any point of time. The decision of the Institute in this regard will be final and cannot be challenged.
15. There will not be any provision for rechecking of the papers.

Posts – Senior Assistant & Junior Assistant
(Skill Test will be of Qualifying in nature only)

Sr. No.	Post	Essential Skill Requirement
1	Senior Assistant	• Min. typing speed of 35 w.p.m • Proficiency in Computer Word processing and Spread Sheet
2	Junior Assistant	• Min. typing speed of 35 w.p.m • Proficiency in Computer Word processing and Spread Sheet

(Duration: 10 minutes for Typing Test in Hindi/English and 20 minutes for Word Processing & Spread sheet Proficiency Test in English only)

1. A uniform modalities/criterion will be followed for skill test evaluation of Senior Assistant and Junior Assistant, however the difficulty level of script in Typing Test, Word Processing & Spreadsheet Proficiency Test for the post of Senior Assistant will be advance than those for the post of Junior Assistant.
2. Candidates will not be allowed to bring any other item in the examination room except their admit card. Stapler and pins should be made available in the exam rooms/laboratories for fastening the multiple sheets of a candidate.
3. If any problem is encountered by the candidate during typing or proficiency test, he/she should immediately inform it to the exam invigilator/s. Later any complaints about computer malfunction will not be entertained. It will be the responsibility of the candidate to keep saving his/her typed file. Institute will not be responsible for the loss of typed files of candidates.
4. Candidates will be given the option to indicate and take the Typing skill test in either Hindi language or English language or both the languages, although there will be equal weightage given to both the languages for evaluation.
5. Typing Test will contain a passage of 350 words of similar difficulty level printed in both English and Hindi languages. Candidates will be given the printed test sheet to type the same in duration of 10 minutes using Microsoft Word application in the provided Computer system. Candidates who opt for either English language or Hindi language will be provided equal time duration for typing test. For typing in English, candidates are advised to use commonly used fonts Times New Roman or Calibri with font-size 12 and 1.5 line spacing. For typing in Hindi, candidates are advised to use commonly used fonts, Mangal or Krutidev with font-size 14 and 1.5 line spacing. Spelling and Grammar check/

Auto-correct option in the Microsoft Word application will be switched off/deactivated in all Computer systems and the candidates are strictly instructed not to turn it on.

6. Each candidate must type his/her Name, Roll No., Category, Applied Post on the top of every page before starting transcription/typing of the passage.
7. For evaluation of transcripts of Typing Test (English/Hindi), the following mistakes will be treated as Full Mistakes:
 - a) For every omission of word/figure.
 - b) For every substitution of a wrong word/figure.
 - c) For every addition of a word/ figure not found in the passage.
8. For evaluation of transcripts of Typing Test (English/Hindi), the following mistakes will be treated as Half Mistakes:
 - a) Spacing Errors: Where no space is provided between two words, e.g., 'Ihope' or undesired space is provided between the words or letters of a word, e.g., hope I have, 'lh ave'
 - b) For every spelling error, committed by way of repetition/addition /transposition/omission/substitution of a letter/letters e.g. The word 'spelling' typed as seeplings etc.
 - c) Wrong capitalization: wrong use of capital letter for small letter and vice-versa. (This does not apply to Hindi typewriting scripts).
9. For evaluation of transcripts of Typing Test, the following method of calculation of mistakes will be adopted:
 - a) Method of calculation of mistakes:

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

- b) Any corrections made by pen or pencil are ignored and no credit will be given to such corrections.
10. Unreserved candidates (UR) committing more than 7% errors and reserved category (SC, ST, OBC, PH) candidates committing more than 10% errors in the transcript will not be deemed qualified in skill test for the respective posts. The Institute reserves the right to amend or relax the modalities/criteria if required at any point of time. The decision of the Institute in this regard will be final and cannot be challenged.
11. After completion of the typing test of 10 minutes duration, the candidates will be provided the question paper/exercise sheet for the Word Processing & Spreadsheet Proficiency Test which has to be completed in 20 minutes duration using Microsoft Word and Microsoft Excel applications respectively. Invigilator/s will announce the start and stop time of the test. Each candidate must type his/her Name, Roll No., Category, Applied Post on the top of every page before starting Proficiency Test.
12. Word processing proficiency test paper may contain tasks such as centering of text, bold, underlining, bulleting, numbering, general formatting, table creation, etc. whereas Spread sheet proficiency test may contain tasks such as formatting, computation using formulae, generation of charts, graphs etc.
13. After completion of both the tests, candidate must print the sheets he/she has typed and processed. The candidates must fasten the printout of their typed sheets, processed sheets with both the Test Papers and affix their signatures on all the sheets before handing them over to the invigilator/s. The

invigilator/s will also affix his/her signature on all the sheets. Until all the sheets are collected, the candidates should remain in their seats and should not leave the examination hall without prior permission of the invigilator/s. The candidates should also abide by other instructions given by the invigilator/s.

14. Printouts of the sheets without correct and clear Name, Roll No., Category, Applied Post and Signature will not be evaluated and awarded zero mark.
15. There will not be any provision for rechecking of the papers.
16. The Word Processing & Spreadsheet proficiency test papers of the Unreserved candidates (UR) who commit more than 7% errors and reserved category (SC, ST, OBC, PH) candidates who commit more than 10% errors in the typing test transcript will not be deemed qualified in skill test for the respective posts.
17. The Institute reserves the right to amend or relax the modalities/criteria if required at any point of time. The decision of the Institute in this regard will be final and cannot be challenged.

Post – Superintendent
(Skill Test will be of Qualifying in nature only)

Sr. No.	Post	Essential Skill Requirement
1	Superintendent	Knowledge of Computer applications viz., Word processing, Spread Sheet.

(Duration: 20 minutes for Word Processing & Spread sheet Proficiency Test in English only)

1. The candidates will be provided the question paper/exercise sheet for the Word Processing & Spreadsheet Proficiency Test which has to be completed in 20 minutes duration using Microsoft Word and Microsoft Excel applications respectively. Invigilator/s will announce the start and stop time of the test. Each candidate must type his/her Name, Roll No., Category, Applied Post on the top of every page before starting Proficiency Test.
2. Word processing proficiency test paper may contain tasks such as centering of text, bold, underlining, bulleting, numbering, general formatting, table creation, etc. whereas Spread sheet proficiency test may contain tasks such as formatting, computation using formulae, generation of charts, graphs etc.
3. After completion of the test, candidate must print the sheets he/she has typed and processed. The candidates must fasten the printout of their typed sheets, processed sheets with the Test Paper and affix their signatures on all the sheets before handing them over to the invigilator/s. The invigilator/s will also affix his/her signature on all the sheets. Until all the sheets are collected, the candidates should remain in their seats and should not leave the examination hall without prior permission of the invigilator/s. The candidates should also abide by other instructions given by the invigilator/s.
4. Printouts of the sheets without correct and clear Name, Roll No., Category, Applied Post and Signature will not be evaluated and awarded zero mark.
5. There will not be any provision for rechecking of the papers.

6. The Word Processing & Spreadsheet proficiency test papers of the Unreserved candidates (UR) who commit more than 7% errors and reserved category (SC, ST, OBC, PH) candidates who commit more than 10% errors in the typing test transcript will not be deemed qualified in skill test for the respective posts.
7. The Institute reserves the right to amend or relax the modalities/criteria if required at any point of time. The decision of the Institute in this regard will be final and cannot be challenged.