CENTRAL SANSKRIT UNIVERSITY

[Established by an Act of Parliament]
56-57, Institutional Area, Janakpuri, New Delhi-110058

Dated: - 09.02.2023

NOTIFICATION

Norms, Instructions & Revised Schedule for Typing Skill Test in Computer/ Stenography for the post of Assistant, Stenographer Grade-II and Lower Division Clerk (LDC)

Further to Central Sanskrit University Notification dated 06.02.2023, the Norms, Instructions and Revised Schedule for Typing Skill Test in Computer/Stenography for the post of Assistant, Stenographer Grade-II and Lower Division Clerk (LDC) are notified hereunder: -

Sl. No.	Name of Post	Norms and Instructions for Typing Skill Test in Computer/ Stenography	Revised Date of Skill Test	Exam Centre
1.	Assistant	10 minutes Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi or bilingual on computer.	19.02.2023	Delhi
2.	Stenographer Grade-II	I. The candidates will be given one dictation for 10 minutes in English/Hindi at the speed of 80 w.p.m. for the post of Stenographer Grade II. The matter will have to be transcribed on computer only. The evaluation of transcription will be done electronically only. The transcription time is as follows:- Stenographer Grade II - 50 minutes (English) and 65 Minutes (Hindi) II. If the candidates do not indicate the medium of stenography test in Application Form, the University will consider English as the medium of stenography test for such candidates.	19.02.2023	Delhi
3.	Lower Division Clerk (LDC)	English typing @ 35 w.p.m. or Hindi/Sanskrit typing @ 30 w.p.m. (time allowed 10 minutes). (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of 5 key depressions for each word.)	20.02.2023	Delhi

The Admit Card for attending the Skill Test in Computer/Stenography for the above posts will be made available in the University Website www.sanskrit.nic.in, and can be downloaded by the candidates after login in the link https://sanskritnt.samarth.edu.in by using Username and Password. **The Admit card will be generated only in respect of the candidates qualified in Computer Based Test (CBT)/Descriptive Test.** For any corrections in the admit card regarding Name, Father's Name, D.O.B., Photo, Category or Address etc., the candidates may send request in the University's Email support-recruitment@csu.co.in on or before 15.02.2023 by 05:00 P.M. After this period and time, no request for any correction will be entertained and the candidate will be held responsible for cancellation of candidature based on any such mistake.

Guidelines for Evaluation of Typing Test/DEST Scripts (English/Hindi) for the posts of Assistant & LDC and criteria for evaluation of transcripts of Stenography test for the post of Stenographer Grade – II are appended at Annexure I & II.

1. While reporting for Skill Test, the candidates shall bring the following documents for verification:-

      i) Admit Card issued for Skill Test
      ii) Admit Card issued for Written Examination
      iii) Two recent passport size Photographs
      iv) Aadhar Card/Voter ID Card or any other valid ID

2. Candidates Qualified provisionally are required to appear for the Skill Test at their own expense.

3. **Admit Card for appearing in Typing Skill Test in Computer/ Stenography are issued to the candidate purely on provisional basis and mere appearing in the Skill Test will not confer any right for the candidates to claim for appointment. The Selection will be based on completion of all eligibility requirement as per Recruitment Rules.**

4. Do not carry mobile phones, calculator or any other prohibited electronic gadgets etc., bag including ladies' purse and valuable item(s) inside the test Centre. These items are completely prohibited in the test Centre.

5. The candidate should be in possession of valid Admit Card having photography, signature and other details on it, failing which he/she shall not be allowed to appear in the Skill Test.

6. Candidate who is found to possess any book or portion thereof or any manuscript material, mobile phone/pager/calculator or any other unauthorized electronic gadgets etc. after commencement of the test inside the test Centre whether in use or not will be deemed to have been using unfair means and would accordingly be liable to legal action as deemed fit, including debarment from future examinations for recruitment in University. Candidates are therefore, advised in their own interest not to bring any of the banned items as described above to the venue of test, as no arrangements are made at the test Centre for their safe keeping.

7. Candidates must abide by the instructions given by Supervisor/Invigilator/ Examiner. Failure do so or if candidates found in attempting or attempted to use any unfair means shall be liable to such punishment as the University may decide to impose, beside cancellation of candidature.

8. Candidates should bring their own stationery like pen/pencil, eraser etc. for the Skill Test.

9. Candidates are advised to reach the test venue **at least half an hour before** the scheduled time for reporting.

10. The Candidates would not be allowed to leave the test Centre before the completion of whole process of skill test.

11. Parents and guardians are not allowed to enter the test Centre venue.

12. Any changes in date & time, venue of skill test or further instruction/guidelines will be displayed on University's website. So, candidates are advised to visit University's website i.e. www.sanskirt.nic.in continuously.

REGISTRAR

NATURE OF MISTAKES

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

i. For every omission of a word/figure.

ii. For every substitution of a wrong word/figure, except transposition of words.

iii. For every addition of a word/figure not found in the passage.

iv. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seeplings; seplling; speling; seepling; spelling etc.

v. For repetition of word/figure, e.g. 'I shall shall be grateful ……….'

vi. Incomplete words (half typed words will be treated as mistake).

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

i. 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. 'I   have', 'I h ave' (space left between a word).

ii. Wrong Capitalisation : Wrong typing of a capital letter for small letter or vice-versa. (This does not apply in respect of Hindi Typewriting scripts)

iii. Punctuation Errors : Where the punctuation mark is omitted or added or substituted by another.

iv. Transposition Errors : Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.

v. Paragraphic Errors : Half mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e paragraph given manual spaces; without pressing the Tab Key, will be treated half-mistake.

vi. If the candidate typed the wrong spelling of the word, omit the space between towards, missed the punctuation or add extra punctuation marks or typed extra words or repeat the words, such mistakes/errors are treated as full mistakes.

vii. Gross Speed is calculated as the total typed words/given time and the actual speed is calculated as the total correct word divide by given time. Accuracy is (Correct words x 100) divided by total typed words.

viii. Total Strokes typed   :   1600
Work typed   :   1600/5=320
Mistakes   :   19
Ignorable mistakes   :   5% of 320=16
Admissible mistakes   :   19-16=3

As per formula: No. of words **(-) Number of Mistakes**
                                              10
=   (320/10) – 3
=   32-3
=   **29 w.p.m**

NOTE :

Any corrections made by pen or pencil will be treated as a Mistake.

INSTRUCTIONS TO THE CANDIDATES

➢ The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper [both in English & Hindi (Font: Kruti Dev010)]. Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.

➢ The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. No credit will be given if a candidate types in the Medium not opted by him.

➢ Candidate has to take care of Synchronized Typing between content (Typing Matter) **RED** color highlighted at the above half portion of source window (Typing Matter) and corresponding position of cursor being typed at the bottom half portion of window. Content typed, out of synchronization are reckoned as Errors. Skipped/Missed word is treated as error.

➢ While doing typing, if a candidate intends to correct any mistake in a particular word, he/she can do so by pressing back space button on Keyboard before pressing the Space Bar. But if a SPACE BAR is pressed after typing a word the software will not permit the candidate to correct the mistake in that particular word.

➢ After every Punctuation mark, only **One** space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.

➢ Any irrelevant matter/numerical typed will be treated as a mistake.

➢ Any incomplete word arising due to any reason, will be treated as one full mistake

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EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TEST - 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) Candidates will then read the shorthand notes and type the content in the provided system. For Stenography test, the system shall only have an empty text box where the shorthand notes taken by the candidate can be transcripted / typed.

   b) User can correct his/her mistakes by pressing backspace or delete keys.

   c) Candidates are Not required to repeat the passage, if he/she has completed the passage once and has time in his/her disposal, however they are allowed to revise and correct their mistakes and inaccuracies, if any, during the prescribed time.

   d) 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.

   e) 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.

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

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

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

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

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.