



# भारत सरकार टकसाल, मुंबई. INDIA GOVERNMENT MINT, MUMBAI.

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की इकाई  
सीआईएन : U22213DL2006PLC144763  
मिनी - रत्न श्रेणी I सीपीएसई (भारत सरकार के पूर्ण स्वामित्वाधीन)  
आईएसओ 9001:2015, आईएसओ 14001:2015 एवं  
एनएबीएल / आईएसओ 17025:2017 प्रमाणित इकाई  
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## EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS FOR THE POST OF SECRETARIAL ASSISTANT

I. Duration of Shorthand Test: 50 Mins. (10 minutes for dictation and 40 minutes for transcription).

II. Criteria : 80 wpm dictation speed

III. Nature of Mistakes

A. FULL MISTAKES: The following mistakes are treated as full mistakes:-

- 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.
- 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.
- Every addition of a word or figure or a group of word not occurring in the dictated passage.

B. HALF MISTAKES: The following are treated as half mistakes:-

- Wrong spelling, including transposition of letters in a word 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.
- Using singular or plural noun and vice versa.
- Use of small letter at the beginning of the sentence.

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इंदरदीप कौर  
14/2/23

**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., honorable 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.

**IV. 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

**V. Exemption :** Percentage of errors admissible for qualifying the test is 5%.

VI. In case percentage of Errors committed is less than or equal to admissible percentage i.e. 5% then candidate is declared as "PASS/Qualified" and if it is more than 5% then Candidate is declared as "FAIL/Disqualified"

**NOTE :** The candidates appearing for the post of Secretarial Assistant will have to undertake both the typing test and shorthand test in the slot given to them and qualify in both tests separately . Criteria for Typing test evaluation is given separately

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14/2/23