

1. For the post of Office Superintendent

a) Skill test : Typing test

Typing test for Office Superintendent may be English typing test at the speed of 30 w.p.m or Hindi typing test at the speed of 25 w.p.m on computer for 10 minutes. An extra time of 5 minutes will be given to PwD candidates with benchmark disability for typing test. The candidates must opt for the medium (English/Hindi) of typing test beforehand.

Subject	Exam Duration	Overall Duration
Office Superintendent (typing test)	1+10 1 minutes trial 10 minutes for actual test(05 minutes extra for PWD candidates)	11 minutes

NATURE OF MISTAKES:

I) Full Mistakes:

The following errors are treated as full mistakes: -

- i) Every omission of word/figure.
- ii) Every substitution by another word/figure.
- iii) Every addition of a word/figure(including invalid/non-existent word/figure) not given in the Test/Dictated Passage.

II) Half Mistakes:

The following errors are treated as half mistakes:-

- i) Every spelling error committed by way of repetition, addition, transposition or omission of a letter/letters.
- ii) Every omission of space between two words/figures or addition of space in middle of a single word/figure. However extra space between two words/figures is ignored.
- iii) For omission/wrong insertion of a Punctuation Mark/Symbol, or substitution of one Punctuation Mark/Symbol by other.
- iv) Wrong capitalization: Wrong use of capital letter for small letter and vice-versa.(Not applicable in case of Hindi Typing).
- v) Wrong Paragraphing.

NOTE:-

- Repetition of a group of words will be treated as one error. However, such number of strokes repeated will not be added to the Gross strokes typed. If a character or a word is wrongly printed in the Test passage, no error will be counted on that part.
- More than one error in a single word: All errors are counted but the total mistakes counted in a single word should not be more than one full mistake
- Candidates will not be penalised for any type of error or mistakes other than those described above.

Formulas for calculation of mistakes/error and net speed

For calculation of mistakes/error and net speed , guidelines of Rajya Sabha Secretariat may be referred. The minimum Speed required to be attained by a candidate is the Qualifying Speed prescribed for that particular Typing Test.

- The minimum speed required to be attained by a candidate is the qualifying Speed prescribed for that particular Typing Test. However, the maximum number of errors admissible for qualifying a test is 5%.
- Total no. of mistakes (Errors)= No. of Half mistakes/2 +No. of full mistakes
- Penalty for 1 error =5 key strokes.
- Error Strokes= Total no. of Errors X 5
- In case of fraction in marks/Speed, the same shall be rounded off to two decimal places.
- Net Speed (w.p.m) = $\frac{[(\text{Gross Strokes} - \text{Error Strokes})/5]}{\text{Total test time (in minutes)}}$

Total test time (in minutes)

b) Practical Based test

The exam pattern for Computer proficiency test of Office Superintendent post is as follows:

The candidates are required to appear for practical based examination for MS word, MS excel, MS PowerPoint. The test will be of 60 min and 100 marks.

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Proficiency	Time duration (in min)	Marks
MS word	20	30
MS Excel	20	40
MS PowerPoint	20	30
Total	60	100

Minimum qualifying marks for the practical based test is 50 marks.

2. For the post of Stenographer (English)

The post of Junior Stenographer includes shorthand test in English.

The candidates will be given one dictation for 10 minutes in English at the speed of 80 w.p.m for the post of Junior Stenographer. The transcription time is as follows:

S.No.	Type of test	Language of skill test	Time Duration(in minutes)	Time Duration(in minutes) for the candidates eligible for Scribe
1.	Shorthand test	English	50	70

The nature of mistakes is referred from SSC Guidelines . Admissible error is upto 7% mistakes for UR and upto 10% mistakes for all reserved category candidates for qualifying the skill test.

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NATURE OF MISTAKES

- I) Full Mistakes : The following errors are treated as full mistakes: -
- i) Every omission of a word or figure. In case a group of words are omitted, as many mistakes as the actual number of omitted words will be counted.
 - ii) Every substitution of a wrong word or figure. If a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake. The number of mistakes will be equal to the number of dictated word(s) not written by the candidate plus the number of wrongly substituted word(s).
 - iii) Every addition of a word or figure or symbol not occurring in the dictated passage.
 - iv) For repetition of word, e.g. 'I shall shall be grateful.
 - v) For every incomplete word(s).
 - vi) All left-over word(s) of the passage. Candidates are required to type the actual words as dictated. Abbreviations used for expanded words will be treated as full mistakes, and vice-versa.
 - vii) If a candidate types words or lines of the passage in all Capital letters, it will be counted full mistakes.
- II) Half mistakes : The following errors are treated as half mistakes: -
- i) Wrong spelling
 - ii) using singular for plural noun and vice versa.
 - iii) Omission of every Full Stop at the end of the sentence, or use of Full Stop at wrong place of the sentence will be treated as half mistake.
 - iv) Use of small letter at the beginning of the sentence.
 - v) Non-capitalisation of Proper Noun (s) (name of a person, place, office, etc.), for example, Shyam, Parliament House, Bihar, Ministry of Home Affairs, Staff Selection Commission, etc.

NOTE:

- a) There are words which can be spelt/ written in more than one form. All such spellings/ forms of words will be acceptable and will not be counted as error. For example the word 'Honourable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- b) The above guidelines will be valid for Hindi Stenography Skill Test also wherever applicable.
- c) Percentage of errors = $\frac{(\text{Full mistakes} + \text{half mistakes}/2)}{\text{No. of words in the master passage}} \times 100$

The number of words in the Master Passage for calculation of the percentage of errors will be as under:-

- 800 words for the speed of 80 w.p.m for 10 minutes.
- 1000 words for the speed of 100 w.p.m for 10 minutes.
- 840 words for the speed of 120 w.p.m for 7 minutes.
- 600 words for the speed of 120 w.p.m for 5 minutes.

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.



3. Junior Hindi Translator

The post of Junior Hindi Translator includes translation test and essay writing as per details given below:-

S No	Post	Exam Name		Type of Exam	Marks and Duration
1	JUNIOR HINDI TRANSLATOR	Translation (02 passages – 01 each from Hindi to English and vice-versa)	This assesses the candidate's ability to translate English text to Hindi and vice-versa.	Descriptive Exam	200 marks 2 hours
		Essay Writing (Two Essays – 01 each in Hindi and English)	This assesses the candidate's ability to write in Hindi and English used in official work.	Descriptive Exam	

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