

**IMPORTANT INSTRUCTIONS FOR CANDIDATES FOR STENOGRAPHY SKILL TEST**

1. Candidates can opt to appear either in English or in Hindi Stenography Test. Default Language will be English. In case, the candidate wants to appear in Hindi language, he/she will have to raise concern at the Examination Center at the time of examination and the language in such cases will be set to Hindi accordingly. Language once opted cannot be changed under any circumstances.
2. The candidates will be given one dictation for 10 minutes in English or Hindi (as opted by the candidates at the Centre) at the speed of 80 w.p.m.. The matter will have to be transcribed on computer. The transcription time shall be as follows:

<b>Language of Skill Test</b>	<b>Time Duration (In minutes)</b>	<b>Time Duration (in minutes) for PwBD candidates eligible for Scribe</b>
English	50	70
Hindi	65	90

3. Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment. Candidates have to work as English/Hindi stenographers as per the functional requirement of the User Office irrespective of the medium of Skill Test of candidate during the examination.
4. Those candidates who have opted for Hindi medium in Computer Skill Test are hereby informed that MANGAL FONT will be used in the Computer Skill Test in Hindi medium with INSCRIPT KEYBOARD LAYOUT
5. There is no exemption from skill test in Stenography for any category of candidates. No PWD Candidate is allowed the scribe facility for any type of assistance in Stenography Test.
6. VH candidates are advised to bring their own Braille Device in case of requirement. VH Candidate using Braille machine will be allocated workstation at a separate and isolated place.
7. NTA will provide the Computer and Shorthand Notebook for the test; no candidate will be allowed to bring his own Note Book/Key Board.

The Stenography Test for the post of Stenographer is Qualifying in Nature and the Qualifying Criteria in Stenography Tests is as under:

**- Upto 7% mistakes for UR and - Upto 10% mistakes for all reserved categories.**

8. Candidates are required to write down their Roll Number on shorthand notebook.

9. Candidates are required to hand over the Note Book to the invigilators, after the test is over, before leaving the exam room.
10. The on-screen computer clock counter of every candidate will be set at the server. The countdown timer on the top of the computer screen will display the time remaining (in minutes) available for the candidate to complete the examination.
11. Candidates will have the option to make corrections in the words typed anytime during the entire duration of the examination.
12. Before playing the actual audio a demo audio of 1 minute will be played, candidate can write the same in shorthand that can be used in practice typing.
13. Before login, candidates are advised to check all keys of the Keyboard along with mouse monitor and display during practice typing test and if found any part faulty, ask to change the same.
14. If you are found copying / helping others, you will be disqualified.
15. You are NOT allowed to keep Mobile Phones or any other Electronic / Bluetooth Device.
16. Candidates are advised to follow the Keys and Functions as given below:
  - Put single SPACE between two words.
17. Following will be considered as errors:
  - Left out words and spelling mistakes will be treated as a full mistake (errors).
  - An error in paragraphing and punctuation shall be treated as full mistake (errors).
  - Typing of letters, Words, Characters, Symbols, or anything other than the contents of the passage as asked in question paper shall be treated as a full mistake (error).
18. The test will get auto submitted at the time when the duration of the test expires. However, after submission he/she will not be able to go out of the Exam Centre. He/she has to remain seated in his/her allotted desk until permitted by the invigilator to leave.
19. Candidates are required to click on the "I am ready to begin" button to start typing at the stipulated time.

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