



सीएसआईआर-भारतीय पेट्रोलियम संस्थान/CSIR-Indian Institute of Petroleum
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद/Council of Scientific & Industrial Research
पोस्ट आई.आई.पी., मोहकम्पुर, देहरादून-248005, उत्तराखंड (भारत)
P.O. IIP, Mohkampur, Dehradun – 248005, Uttarakhand (INDIA)



No. Rectt/Admin Posts/2024-Pers

May 13, 2025

Advt. No. 01/2025: अधिसूचना / NOTIFICATION

Instructions for Evaluation of Typewriting Test for Junior Secretariat Assistant Posts and Proficiency Test in Stenography for Jr. Stenographer Posts

Following are the instructions for candidates regarding Instructions for Evaluation of Typewriting Test for Junior Secretariat Assistant Posts and Proficiency Test in Stenography for Jr. Stenographer Posts:

(A) Evaluation of type-scripts of Typewriting Test in Hindi / English for JSA Posts:

- (i) For a typing test of 10 minutes, 5% mistakes of total words are ignored.

For example:

Total strokes typed : 1600

Words typed: $1600/5 = 320$

Mistakes = 19

Ignorable mistakes = $5\% \text{ of } 320 = 16$

Admissible mistakes = $19-16=3$

- (ii) The formula to be used for evaluation of typing speed is :
- = (No. of words/10)-Number of mistakes
- = $(320/10)-3$
- = $32-3$
- = 29 w.p.m.

Typewriting Errors and Number of Corresponding Mistakes

Sl. No.	Description of Typewriting Errors	Number of mistakes to be counted	
		Hindi	English
1.	Paragraph Indenting – it should be uniformly 5 spaces for each paragraph	One	One
2.	Overlapping / piling up of letters (also known as Faulty Shifting)	One	One
3.	Overtyping / "X" ing of word or even full line	One	One
4.	Mis-spelt word including Transposition	One	One
5.	Omission or Commission (In case of commission, it will be counted towards number of strokes in evaluation)	One	One
6.	Erasing is not allowed	One	One
7.	Repetition of any number of words (only once to be counted as mistake)	One	One
8.	Each repeated mistake	One	One
9.	Punctuation marks; Omission of punctuation marks in typing H	Half	Half

10.	Irregular line spacing Irregular left margin Highly irregular right margin	Half Half Half	Half Half Half
11.	Omission of space between words	Half	Half
12.	Difference in space, if not the following: Full Stop - 2 spaces Question Mark - 2 spaces Exclamatory Mark - 2 spaces Coma Mark - 1 spaces Colon / Semi Colon Mark - 1 spaces Hyphen (Beginning & After) - No spaces	Half mistake each time	Half mistake each time
13.	Wrong syllabification (Division of words) irregular division of words. Following is the description where division of words is permitted: <ul style="list-style-type: none"> - As they are pronounced, like precaution (pre-caution) - Separating prefixes or suffixes - Words having double consonants (like Success) - Compound Words (like under-estimated) Where division of words is not at all permitted: <ul style="list-style-type: none"> - If there is only one syllable, then there will be no division - When only two/ three letters remain to be typed - Figures and proper Nouns are not divided - Last word of paragraph / page should not be divided - Separating prefixes or suffixes. 	If there is any variation, than that is specified, it is to be counted as one mistake	If there is any variation, than that is specified, it is to be counted as one mistake
14.	Extra space in middle of the word	Half	Half
15.	Extra space between word	Ignore	Ignore
16.	Mechanical error or machine mistake can be ignored	Can be ignored	Can be ignored
17.	Incomplete last word of the passage	No Mistake	No mistake
18.	Capital letter error	Not applicable	Half

(B) Evaluation of Proficiency Test in Stenography for Jr. Stenographer Posts in Hindi/English:

NATURE OF MISTAKES:

1. 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 words(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:

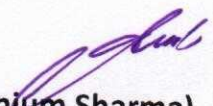
- (a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- (b) Every passage will be accompanied by a list of words that can be spelt/written in more than one form. All the spellings/forms of words will be acceptable and not counted as errors. 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.
- (d) The above guidelines will be valid for Hindi Stenography Skill Test also.
- (e) Method of calculation of mistakes in Stenography Skill Test:

$$\text{Percentage of Error} = \frac{(\text{Full Mistake} + \text{Half Mistake}) \times 100}{\text{No. of words in the master passage}}$$

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.

Percentage of ignorable mistakes allowed

The Percentage of ignorable mistakes allowed for the Proficiency Test in Stenography for the posts of Jr. Stenographer shall be 7%.


(Anjum Sharma)
Sr. Controller of Administration

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