Sl.No.171/2015

Eastern Railway
(Personnel Department)

No.E.890/0/Steno

Kolkata, 08/12/2015

All Concerned

Sub: Procedure for conducting Stenography skill test on Personal Computers for filling up of post of Stenographers.

Railways Board's letter No. E(NG)I-2010/PM4/3 dtd.10.11.2015 (RBE No.142/2015) is forwarded for information, guidance and necessary action. Board's earlier letters, dated 04/07/2005, 05/05/2010 & 04/02/2011 as mentioned therein, were circulated under this office Serial numbers 106(8)/2005, 59/2010 & 18/2011 respectively.

(K.K.Murmu)
Asstt.Personnel Officer/R&B
For Chief Personnel Officer

Board's letter no. E(NG)I-2010/PM4/3 dtd.10.11.2015 (RBE No.142/2015) addressed to GMs' All Indian Railways and others.

Sub: Procedure for conducting Stenography skill test on Personal Computers for filling up of post of Stenographers.

With the advent of technology and gradual weeding out of obsolete mechanism, there has been a continuous demand from Zonal Railways to allow them conducting Stenography Skill Test on Personal Computers, hitherto being conducted on manual typewriters. In fact Railways have been directed to develop infrastructure to conduct such skill test on Personal Computers in future to keep pace with the latest development. Similarly, instructions for testing typewriting skill on Personal Computers, as far as possible, have also been issued.

2. The issue conducting Stenography Skill Test on Personal Computers has been examined in consultation with Department of Personnel & Training and Staff Selection Commission and it has been decided that henceforth the same may be conducted on Personnel Computers.

3. It has also been decided that with each Full or Major mistakes, incumbents will loose one mark. Similarly, Half or Partial mistake would lead to deduction of half a mark. Maximum number of mistakes (both Full/Major and Half/Minor added together) permitted are limited to 10% of the total words dictated. It would mean that incumbents, committing more than 10% mistakes will be treated as failed. Procedure to evaluate the transcription and nature of mistakes are elaborated in Annexure-I to this letter.

DA: Annexure-I

Index no.1057: Procedure for conducting Stenography skill test on Personal Computers for filling up of post of Stenographers.

Annexure-I to Board's letter No. E(NG)I-2010/PM4/3 dtd.10.11.2015

(I) Full Mistakes:

a) Every omission of a word or figure including omission of a definite or identified article. In case a group of word is omitted, mark as many mistakes as the actual number is 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).

c) Every addition of a word or figure or a group of words or figures not occurring in the passage.

(II) Half Mistakes:

a) Mis-spelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names may be ignored.

b) Using singular for plural noun and vice-versa.

c) Wrong use of Capital or Small letters at the beginning of the sentence.

Note: (a) All the errors are counted but the total mistakes counted in a single word should not exceed one full Mistake.

(b) Incumbents will not be penalized for any type of errors or mistakes other than those described above.

(c) Computer and Shorthand Notebook for the test will be provided by the Administration and incumbents will not be allowed to bring their own key board.

(d) Editing Tools and Spell Check facility will not be available to the incumbents.

Sd/-
(Amita Bhalla)
Deputy Director-Ii E(NG)
Railway Board