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 80/100 w.p.m. (English or Hindi) for stenographer and Personal Assistant respectively and for Private Secretary 120 w.p.m in English & 100 w.p.m in Hindi. The matter will have to be transcribed on a computer. The transcription time shall be as follows:

Post	Language of Skill Test	Time Duration (In minutes)	Time Duration (in minutes) for PwBD candidates eligible for Scribe
Stenographer	English	50	70
	Hindi	65	90
Personal Assistant	English	40	55
	Hindi	55	75
Private Secretary	English	50	70
	Hindi	60	80

3. Upto 5% of mistakes are Permissible only.
4. The Stenography Test is Qualifying in Nature.
5. **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 the question paper shall be treated as a full mistake (error).**
6. 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.
7. 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 the Stenography Test.

8. 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.

9. NTA will provide the Computer and Shorthand Notebook for the test; no candidate will be allowed to bring his own Note Book/Key Board.

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

11. Candidates are required to hand over the Note Book to the invigilators, after the test is over, before leaving the exam room.

12. 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.

13. Candidates will have the option to make corrections in the words typed anytime during the entire duration of the examination.

14. 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.

15. 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.

16. If a candidate is found copying / helping others, his /her candidature will be disqualified.

17. Candidates are NOT allowed to keep Mobile Phones or any other Electronic / Bluetooth Device. Possession or recovery of such things from any candidate, shall be liable to cancel the candidature.

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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