



सी एस आई आर – भारतीय रासायनिक जीवविज्ञान संस्थान
CSIR-Indian Institute of Chemical Biology
4, राजा एस सी मल्लिक रोड / Raja S C Mullick Road,
कोलकाता / Kolkata – 32



स/No.Admn. 1(4)/2021/JSA/550

दिनांक/Dated 24.04.2024

सूचना / NOTICE

In connection with Proficiency Test / Skill Test for the position of Junior Secretariat Assistant (Gen/S&P/F&A) and Junior Stenographer under the advertisement no. R&C/550/2021 and R&C/555/2021 scheduled to be held during the period from **6th May, 2024 to 12th May, 2024 (Except 7th May, 2024)**, the nature of mistakes for evaluation of Typing and Stenography Test are attached herewith for information of all concerned. Further, the necessary instructions related to Typing Test Software will be prompted well before the start of test.

(अमरेन्द्र कुमार / Amrendra Kumar)

प्रशासनिक अधिकारी / Administrative Officer

प्रतिलिपि / Copy to :

- (1) Notice Board
- (2) IT Division – with request to upload the same on the CSIR-IICB website

REVISED GUIDELINES FOR
EVALUATION OF TYPING TEST/DEST SCRIPTS (ENGLISH/HINDI)

NATURE OF MISTAKES

A. Full Mistakes : The following errors are treated as full mistakes :-


- i. For every omission of a word/figure.
- ii. For every substitution of a wrong word/figure, except transposition of words.
- iii. For every addition of a word/figure not found in the passage.
- iv. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seeplings; sepling; speling; seepling; spelling etc.
- v. For repetition of word/figure, e.g. 'I shall shall be grateful
- vi. Incomplete words (half typed words will be treated as mistake).

B. Half Mistakes : The following errors are treated as half mistakes :-

- i. Spacing Errors : Where no space is provided between two words, e.g. 'Ihope', or undesired space is provided between the words or letters of a word e.g. 'I have', 'I h ave' (space left between a word).
- ii. Wrong Capitalisation : Wrong typing of a capital letter for small letter or vice-versa.
(This does not apply in respect of Hindi Typewriting scripts)
- iii. Punctuation Errors : Where the punctuation mark is omitted or added or substituted by another.
- iv. Transposition Errors : Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.
- v. Paragraphic Errors : Half mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e paragraph given manual spaces; without pressing the **Tab Key**, will be treated half-mistake.

NOTE :

Any corrections made by pen or pencil will be treated as a Mistake


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EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes:-

- a) 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.
- 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). 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 which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable 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.

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e) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

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.

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24/4/24