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Government of India
Ministry of Communications
Department of Telecommunications
Office of Controller General of Communication Accounts
2nd Floor, UIDAI HQ Building ,Bangla Sahib Road New Delhi - 110001

New Delhi
Dated 04/05/2023

To

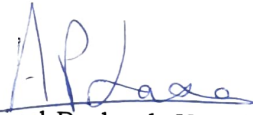
- 1.All Pr.CsCA
- 2.DG, NICF.
- 3.All CsCA
- 4.All Jt.CsCA(Independent Charge)

Sub: Guidelines for conducting the Speed Test for stenographers for grant of advance increment regarding.

I am directed to enclose herewith the guidelines, as Annexure I to III, on the aforesaid subject for kind information and necessary action/compliance.

2. This has the approval of competent authority.

Encls: As above.


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Dy. CGCA

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Copy to :

1. PPS to the CGCA
2. PS to the Addl.CGCA
3. DDG (E&T) , DoT HQ
4. PS to the Jt.CGCA (C&A)

ANNEXURE I

Guidelines in connection with the conduct of Speedtest for Stenographers

- a) Speed test for stenographers for the purpose of granting advance increments may be conducted at the circle level by the respective field unit/NICF for such personnel posted in their units.
- b) A Committee of composition as suggested below may be constituted in each circle
1. One JAG/STS level officer (Chairman)
 2. One Member of the office (ACAO/AO/AAO)
 3. One External Member (DoP /LSA)
(With seniority in accordance with the seniority of the Chairman)
- c) The field units/NICF concerned will ascertain the total no of candidates in each office. Each office shall also take the preference from the candidates whether he/she wants to appear for the 100 wpm or 120 wpm speed test or both.
- d) Thus constituted Committee of each office shall conduct the speed test in accordance with the Standard Operating Procedure (SOP). This SOP has been prepared based on the prescribed standards of the Staff Selection Commission (SSC) and the procedure followed by the SSC for conducting such speed tests.
- e) After conducting the Speed Test, the Committee shall submit its report and it would include a certificate about satisfactory conduct of the test & its recommendation with regards to the candidates appearing in the test. The Committee if required can co-opt members as per its functional requirements
- f) The Committee shall submit its report as specified above to the concerned Head of the unit in respect of all candidates and for successful candidates. Head of the Office will do the needful action in accordance with the instructions contained in the DoP&T OM no.1/7/2017-Estt(Pay-I) dated 24/07/2020.
- h) There will be one trial passage for each medium (Hindi and English). Thereafter one actual passage for 100 wpm and one for 120 wpm in each medium will be dictated. Trial passages, as well as the actual passages, will be provided by O/o the CGCA to all the circles on the day of the exam to maintain secrecy

Standard Operating Procedure (SOP) for conducting the test

- a) The skill test in 100 wpm and 120 wpm will be conducted on the same day in two shifts .
- b) There will be a break of 1 hour between the skill tests
- c). There will be two trial passages each of one minute's duration which need not be transcribed. Thereafter the actual passage shall be dictated .As soon as it is over, the candidates shall return to the transcription room and read their shorthand notes silently for ten minutes. The time for the commencement of the transcription will be announced by the invigilator/venue supervisor as soon as the reading time is over. Thereafter, they will have to complete their transcription including comparison correction etc within the stipulated time.
- d). One reader, to be chosen by the office/NICF level committee with good pronunciation, would do the reading and maintain speed according to 100 wpm and 120 wpm.
- e). The details regarding the duration of dictation time allowed for reading and for transcription etc are given below:

i) For 100 wpm test:

SL no	Duration of Dictation	Medium	Time Allowed		Mistakes allowed
			For reading	For typing	
1	10 min@ 100wpm	English	10 Min	40 Min	5%
		Hindi	10Min	55 Min	

ii) For 120 wpm test:

SL no	Duration of Dictation	Medium	Time Allowed		Mistakes allowed
			For reading	For typing	
1	7 min@ 120wpm	English	10 Min	35 Min	5%
		Hindi	10Min	50 Min	

- f) The Office has to provide the computer which shall not contain MS Word application. The candidates have to type the content on Note Pad only. The Office shall also provide the printer and keyboard (which are in a good working condition) as well as a short hand notebook to the candidate
- g) Invigilator should see that every candidate has written their particulars such as Name, Place of posting, Test date and Medium (Hindi or English as the case may be) along with their signatures at the end of the answer sheet (typing sheet as well as shorthand notebook.

Standard Operating Procedure (SOP) for the evaluation the test

(i) FULL MISTAKES

1. Every omission of a word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
2. 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 a mistake.
3. Every addition of a word or figure or a group of words or figures not occurring in the dictated passage

(ii) HALF MISTAKES:

1. Wrong spelling, including transposition of letters in a word and also the omission of a letter or letter 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
2. Using singular or plural noun and vice versa
3. Use of small letters at the beginning of the sentence

NOTE

1 If 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.

2 Every passage will be accompanied by list of words which can be spelt/ written in more than one form All the spelling/ 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

3 Candidates are not penalised for any type of errors or mistakes other than those described above.

4 The above guidelines will be valid for Hindi Stenography Test also.

5. Percentage of error may be calculated as follows:

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

The percentage error is rounded off to two decimal places.
