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No.24-21-2020/Admin-V/109  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Office of Controller General of Communication Accounts  
2<sup>nd</sup> Floor, UIDAI HQ Building ,Bangla Sahib Road New Delhi – 110001

Dated: 08/05/2023

Examination Notification

Departmental Skill Test/Examination for Stenographers (100/120 wpm) for grant of Advance Increment

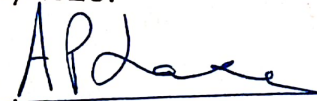
1 . Schedule of Examination:

Date of Notification	8 <sup>th</sup> May 2023
The last date for the submission of applications by applicants	15 <sup>th</sup> June 2023
Tentative date of Examination	15 <sup>th</sup> July 2023*

\*May change due to administrative reason

2. Eligibility Criteria: Stenographer working in the field Units of the Department of Telecommunication (office of the CGCA/DG. NICF/Pr.CsCA/CsCA/Jt,CCA (I/C)) under the Ministry of Communications, Government of India.
3. Pattern of Examination and Qualifying Criteria for examination: The same is annexed to this notification as Annexure I.
4. Eligible officials may intimate their willingness to attend this exam on or before **15<sup>th</sup> June 2023** to their respective Appointing Authorities.
5. The examination may be conducted in the respective field units under the supervision of the examination committee which shall be constituted at the field unit level.
6. The Appointing Authorities are requested to submit the details of applicants to O/o the CGCA by 19<sup>th</sup> June 2023 and the admit card for the applicants may be issued by the respective Appointing Authority after the approval of the CGCA.
7. The guidelines for this examination shall be followed strictly in accordance with this office letter no. 24-21/2020/Admin V dated 04/05/2023.

Encl: As above

  
(Arvind Prakash Xaxa)

Dy. CGCA

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Copy to:

1. PS to the CGCA
2. PS to the Addl.CGCA
3. DG NICF, All Pr.CsCA
4. PS to Jt.CGCA, DDG (E&T), and All CsCA
5. All Jt.CsCA ( I/C)

**ANNEXURE I****Pattern of Examination and Qualifying Criteria for examination**

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	

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