

SOUTH CENTRAL RAILWAY

Headquarters Office.
Personnel Branch/SC.
Date: 4.12.2015

No.P(R)/605/ XIII

ALL CONCERNED

PERSONNEL BRANCH SERIAL CIRCULAR NO.136/2015

Copy of Board's letter No.E[NG]I-2010/PM 4/3 dated 10.11.2015 is forwarded for information, guidance and necessary action. Board's letters dated 04.07.2005, 05.05.2010 and 04.02.2011 quoted therein were circulated under SC Nos.119/2005, 68/2010 and 22/2011, respectively.

Relm
4/12/15

(K.Ravi Kumar)
APO[E&HQ]

For Chief Personnel Officer

Board's letter No. E[NG]I-2010/PM4/3 dated 10.11.2015 [RBE No.142/2015]

Sub: Procedure for conducting Stenography Skill Test on Personal Computers for filling up of post of Stenographers.

Ref: [i] Railway Board's letter No.E[NG]I-2004/CFP/8 dated 04.07.2005 & 04.02.2011

[ii] Railway Board's letter No.E[NG]II/2009/RR-1/27 dated 05.05.2010

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 of 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 Personal Computers.

3. It has also been decided that with each Full or Major mistakes, incumbents will lose one mark. Similarly, Half or Partial mistake would lead to deduction of half a mark. Maximum number of mistakes (both Full/Major or 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.

Sd/-
(Amita Bhalla) Dy. Director-II E(NG)I

Annexure-I to Board's letter No. E[NG]I-2010/PM4/3 dated 10.11.2015

[I] FULL MISTAKES:

- a] Every omission of a word or figure including omission of a definite or indefinite article. 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].
- 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 penalised 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 keyboard.

[d] Editing Tools and Spell Check facility will not be available to the incumbents.

Sd/-
(Amita Bhalla) Dy. Director-II E(NG)I]

INDEX No.1070 SELECTION RULES	S.C.No.
Board have outlined the procedure for conducting Stenography Skill Test on Personal Computers for filling up the posts of Stenographer.	136/2015