Sir, coming to the economic condidtion so the people, I personally feel
as it has been stated by ou hon. Member in the House, that the economic
condition of the people has not at all improved durign the last 40 years
of the Congress rule. Why we have been talking about it and especially
now is because I remember an instrance when the hon. Minister here cited
the example of Tamil Nadu. The election in Tamil Nadu cam e up very much
during the dabates and during that time the hon. Minister cited that
during the Dravidian rule, the ecoonomy of Tamil Nadu has gone very bad.
He has been citing so many instances here. In that connection, I went to
the Library and took out the World Bank Report to find out the comparison
between the Congress Rule in 40 years and teh rule in otehr countries in
these 40 year and how the economy has improved in other countries and how
the economy in our country has not improved. I also read in one of the
earlier speeches giving a long list of various matters in whcih the
country has not improved. It has been very rightly cited. Mr. Upendra
when he compared even the adjoining countries, even our Asian neighbors,
and we find that progress made by us during the last 40 years is much
less than what has been achieved by adjoining countrie like Pakistan and
others, especially when we compared with Singapore, Malaysia and even
compoared with Indonesia, our progess in the economy has been slower
thatn what has been tehre in those countris. So, when I compare progress
made during 40 years of the Congress rule, I feel that our economy has
lagged much behind and needs improvement. Our friend has been saying that
so much of progress has been achieved and he talked about BhakraNangal
Dam and other things in the country.

     I wish to draw the atendtion of this Government, through you and
this House, to a matter of very basic importantacne to the economy, and
that is the working of the public sector undertakings. Thie Governmetn
has pledged, I think, about two or three years ago, to bring a White
Paper on teh working of the public sector undertakings.

Demo

Candidate's Name:Demo

Roll-No:500003

Sir, coming to the economic condidtion so the people, I personally feel as it has been stated by ou hon. Member in the House, that the economic condition of the people has not at all improved durign the last 40 years of the Congress rule. Why we have been talking about it and especially now is because I remember an instrance when the hon. Minister here cited the example of Tamil Nadu. The election in Tamil Nadu cam e up very much during the dabates and during that time the hon. Minister cited that during the Dravidian rule, the ecoonomy of Tamil Nadu has gone very bad. He has been citing so many instances here. In that connection, I went to the Library and took out the World Bank Report to find out the comparison between the Congress Rule in 40 years and teh rule in otehr countries in these 40 year and how the economy has improved in other countries and how the economy in our country has not improved. I also read in one of the earlier speeches giving a long list of various matters in whcih the country has not improved. It has been very rightly cited. Mr. Upendra when he compared even the adjoining countries, even our Asian neighbors, and we find that progress made by us during the last 40 years is much less than what has been achieved by adjoining countrie like Pakistan and others, especially when we compared with Singapore, Malaysia and even compoared with Indonesia, our progess in the economy has been slower thatn what has been tehre in those countris. So, when I compare progress made during 40 years of the Congress rule, I feel that our economy has lagged much behind and needs improvement. Our friend has been saying that so much of progress has been achieved and he talked about BhakraNangal Dam and other things in the country.

I wish to draw the atendtion of this Government, through you and this House, to a matter of very basic importantacne to the economy, and that is the working of the public sector undertakings. Thie Governmetn has pledged, I think, about two or three years ago, to bring a White Paper on teh working of the public sector undertakings.

Signature of Invigilator...........

Signature of Candidate...........

Type Test Candidate Report

Name: Monu Kumar Tejyan
Roll No : 500003
No. of Words Typed: 418

Type of Mistake	No. of Error	Error Detail
Spelling Mistake	22	{conditions,condidtion,6,6},{of,so,7,7},{our,ou,19,19},{during,durign,37,37},{instance,instrance,61,61},{debates,dabates,84,85},{economy,ecoonomy,99,100},{the,teh,143,144},{other,otehr,146,147},{years,year,151,152},{which,whcih,188,189},{countries,countrie,236,237},{compared,compoared,250,251},{progress,progess,254,255},{than,thatn,261,262},{there,tehre,265,266},{countries,countris,268,269},{attention,atendtion,324,325},{importance,importantacne,339,340},{This,Thie,353,354},{Government,Governmetn,354,355},{the,teh,371,372},
Half Errors	1	{came,cam+e+,78,78},
Miscellaneous Errors	0	

STAFF SELECTION COMMISSION

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.

— 2 —

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

Percentage of Errors = (Full Mistakes + Half Mistakes/2) X 100

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.

. . . .

कौशल परीक्षण में प्रयोग होने वाले इन्स्क्रिप्ट(मोडिफाइड) की-बोर्ड ले-आउट के विवरण

आयोग के सॉफ्टवेयर में प्रयोग होने वाला की-बोर्ड

ले-आउट नीचे दिए गए अनुसार है :

NORMAL LAYOUT

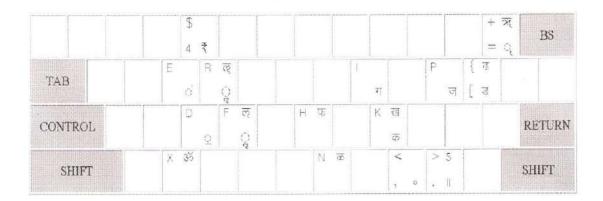The character placement convention followed in Inscript-Normal Layout is as shown below.

Fig.1

Layer1 characters are shown to identify the key on which the respective Layer2 characters are placed. e.g. character "ड" is placed at the position of "[" in Inscript Normal Layout as shown in *Fig.1*.

EXTENDED LAYOUT

The character placement convention followed in Inscript-Extended Layout is as shown below.
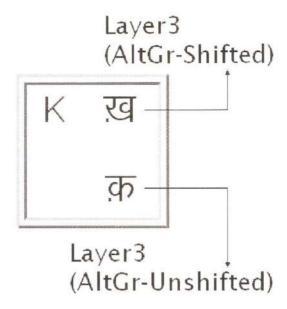

Fig.2

The character "K" is shown to identify the key on which Layer3 characters are placed. e.g. "क्र" is placed at the Unshifted position of "K" whereas "ख़" is placed at the Shifted position of "K" in the Extended (i.e AltGr) Inscript layout as shown in *Fig.2*.

I/7120/2022

हिन्दी में टंकण/आशुलिपि कौशल परीक्षण के लिए अनुदेश

1. कर्मचारी चयन आयोग में उपलब्ध सूचना के अनुसार, रेमिंग्टन की-बोर्ड का सचित्र ले-आउट **क** पर है ।

2. कर्मचारी चयन आयोग के पास उपलब्ध सूचना के अनुसार, रेमिंग्टन की-बोर्ड का प्रयोग करने वाले अभ्यर्थियों को **ख** में उल्लिखित विशेषताओं को नोट कर लेना चाहिए ।

3. अभ्यर्थियों को सलाह दी जाती है कि वे परीक्षा देने से पहले यथाउल्लिखित उपर्युक्त फॉन्ट और की-बोर्ड ले-आउट से भली-भांति परिचित हो लें ।

4. कर्मचारी चयन आयोग मुद्रित स्रोतों से लिए गए की-बोर्ड ले-आउट तथा उसकी विशेषताओं में किसी असंगतता के लिए उत्तरदायी नहीं होगा ।

क

रेमिंग्टन की-बोर्ड पूरे अक्षर

आधे अक्षर जो शिफ्ट के साथ लगते हैं

<div align="right"><u>ख</u></div>

रेमिंग्टन की-बोर्ड

रेमिंग्टन की-बोर्ड कुछ मात्राओं और व्यंजनों को सीधे प्रस्तुत नहीं करता । दो या अधिक कुंजियों के प्रयोग से ये अक्षर बनते हैं । यह सॉफ्टवेयर इन क्रमों का पालन करता है और आंतरिक रुप से उन्हें एक अक्षर में परिवर्तित कर देता है । उक्त कुंजियों (की) के क्रम की पूरी सूची इस प्रकार है :

अ + ा = आ	ा + े = ो
अ + ा + े = ओ	ा + ै = ौ
अ + ा + ै = औ	ॅ + ा = ॉ
इ + **Ã** = ई (र्+इ)	ा + ॅ = ॉ
र + **Š** = रु	ज + ॢ + ॢ = ञ
ए + े = ऐ	ड + ॢ + ॢ = ङ
प + **Š** = फ	ा + ॢ = ç
उ + **Š** = ऊ	ा + ॅ + ॢ = ॐ

रेमिंग्टन की-बोर्ड में कुछ अक्षर केवल अपने आधे रुप में ही उपलब्ध हैं । उनका पूरा रुप प्राप्त करने के लिए आप आधे अक्षर के तुरंत बाद आ की मात्रा (ा) का प्रयोग कर सकते हैं । किसी व्यंजन का आधा रुप प्राप्त करने के लिए आप हलंत चिह्न का प्रयोग कर सकते हैं भले ही आधा अक्षर एक अलग की के रुप में उपलब्ध हो ।

I/7120/2022

roll_no	Name	Category	half_error	para_error	punctuation_error	spelling_mistakes	misc_error	Strokes	Type word	Total Mista	Igonarable Mistakes	Admissible Mistakes	Speed
500003	DEMO	SC(PwD)	1	0	0	22	0	2094	418.8	22.5	20.94	1.56	40.32

PROCESS NOTE: STENOGRAPHY (DICTATION & SHORTHAND) AND COMPUTER BASED TRANSCRIPT TYPING

A. STEP 1: STENOGRAPHY TEST (DICTATION & SHORTHAND)

1. Stenography test shall be conducted in 2 to 3 batches.
2. Admit card, ID proof verification and biometric verification.
3. Documents verification, if required.
4. Candidates shall be seated in a sound proof hall for dictation and short hand, maximum 60 candidates will be allowed in one hall, in case if there are multiple sound proof halls available then we will use recorded dictation, which will be played simultaneously in every hall. We can also use PA System (per installed) in computer labs for dictation.
5. Candidates shall be provided with writing pads and pens on which they will write the transcript.
6. A demo of 2 minutes will be played for candidates, in order to check whether candidates are able to hear the dictation properly.
7. Followed by main dictation. Dictation language, speed and duration shall be provided by the department.
8. Following dictation candidate shall be given 10 minutes to review the transcript.

B. STEP 2: TRANSCRIPT TYPING (SSC STANDARDS)

1. Candidate will enter Roll Number.
2. Candidate will get to see his/her credentials like name, roll number and other details.
3. After verifying the details candidate will get a demo test of 2 minutes, so as to verify that their keyboard is working perfectly.
4. Followed by typing test, duration as decided by department.
5. After completion candidate will take a print out of typed paragraph and as a token of receipt he/she will sign on the printout and hand it over to us.
6. This printout shall be kept by the department for future reference.

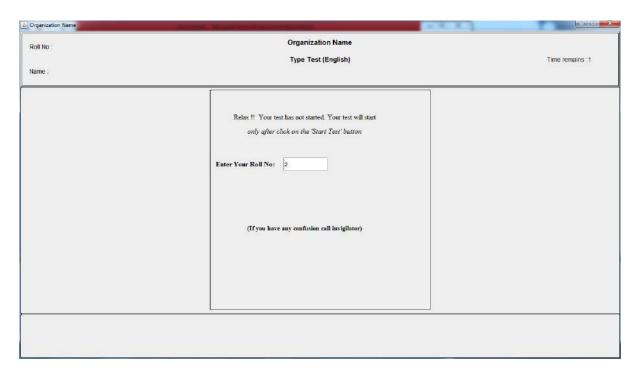### C. EVALUATION PROCESS: BASED ON ACCURACY (AS PER SSC STANDARDS OR AS DECIDED BY DEPARTMENT)

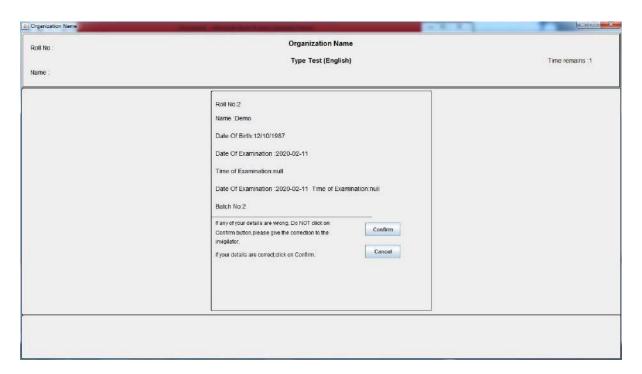## PROCESS NOTE: COMPUTER BASED TYPING SKILL TEST (SSC STANDARDS)

1. The paragraph can be displayed on a split window on the candidate's screen OR The candidate will be provided with the paragraph in hard copy. As decided by the department.
2. Candidate will enter Roll Number.
3. Candidate will get to see his/her credentials like name, roll number and other details.
4. After verifying the details candidate will get a demo test of 2 minutes, so as to verify that their keyboard is working perfectly.
5. Followed by typing test, duration as decided by department.
6. After completion candidate will take a print out of typed paragraph and as a token of receipt he/she will sign on the printout and hand it over to us.
7. This printout shall be kept by the department for future reference.
8. Evaluation process: Based on Speed and accuracy (As per SSC Standards OR As decided by Department)

PROCEDURE FOR CONDUCTION OF TYPE TEST ARE AS FOLLOW:

Step-1: Candidate needs to enter his/her correct roll number in the text box appearing in the following figure: After entering the roll number Press Enter.
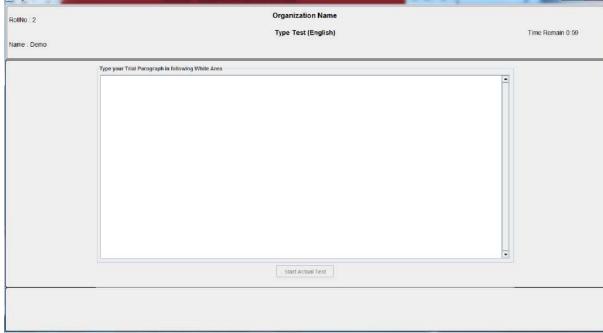

Step-2: Now Candidate's profile appears on the screen, press confirm button if Candidate's profile is correct else call Invigilator.
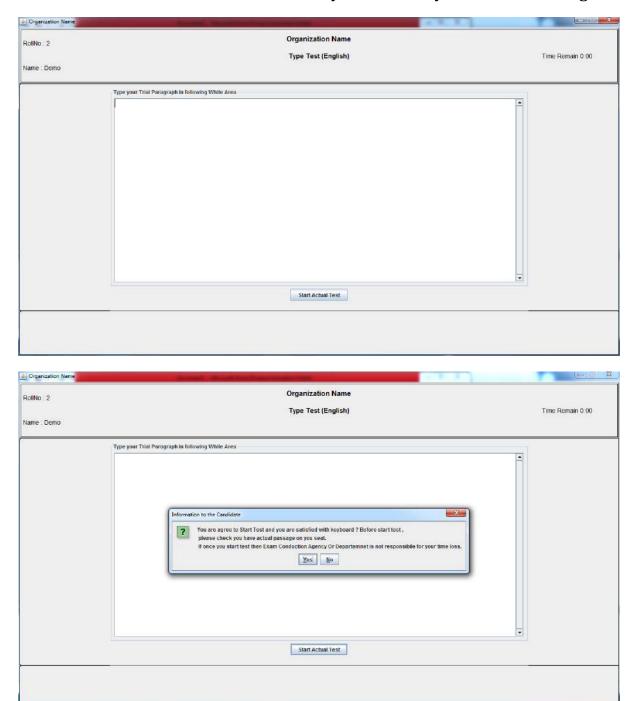
Step-3: Instructions will appear on the screen and candidate can Click on Start Trial Test. Trial test will be of 2 or 5 minutes as per requirements of the client. This test will ensure that the keys of the key board is working fine.

Step-4: After Trail Test Candidate will click on Start Actual Test. Before starting the actual test candidates will have to verify that their keyboards are working fine.

Step-5: Candidate will Start the Actual Test and will have the option to Submit the test OR after time is over the test window will freeze. Candidate will not be able to write anything beyond that time.

Step-6: Candidate will save the test and Take a printout of the typed paragraph.

STENOGRAPHY TEST ENGLISH AND HINDI

1. Stenography test shall be conducted in 2 to 3 batches.
2. Admit card, ID proof verification and biometric verification.
3. Documents verification, if required.
4. Candidates shall be seated in a sound proof hall for dictation and short hand, maximum 60 candidates will be allowed in one hall, in case if there are multiple sound proof halls available then we will use recorded dictation, which will be played simultaneously in every hall. We can also use PA System (per installed) in computer labs for dictation.
5. Candidates shall be provided with writing pads and pens on which they will write the transcript.
6. A demo of 2 minutes will be played for candidates, in order to check whether candidates are able to hear the dictation properly.
7. Followed by main dictation. Dictation language, speed and duration shall be provided by the department.
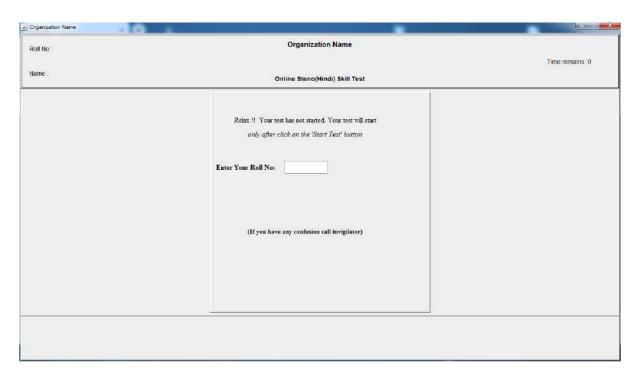8. Following dictation candidate shall be given 10 minutes to review the transcript.

TRANSCRIPT TYPING (SSC STANDARDS)

1. Candidate will enter Roll Number.
2. Choose the language like **HINDI OR ENGLISH**, if required.
3. If **HINDI** is selected the candidate will choose from keyboard type, if required. Options are **RAMINGTON** and **INSCRIPT.** We will use **INSCRIPT.**
4. Font to be used for typing test shall be **MANGAL** as per Rashtriya Rajya Bhasha.
5. Candidate will get to see his/her credentials like name, roll number and other details.
6. After verifying the details candidate will get a demo test of 2 minutes, so as to verify that their keyboard is working perfectly.
7. Followed by typing test, duration as decided by department.
8. After completion candidate will take a print out of typed paragraph and as a token of receipt he/she will sign on the printout and hand it over to us.
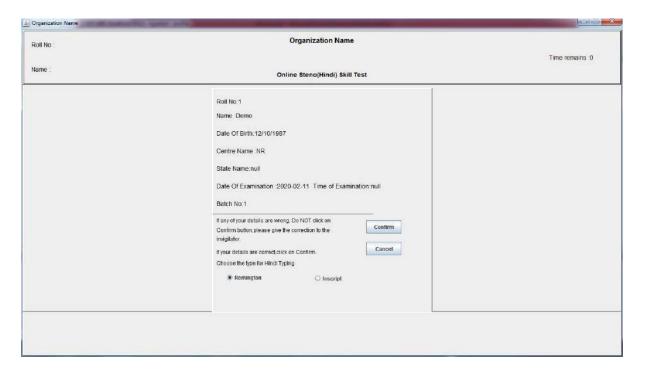9. This printout shall be kept by the department for future reference.

EVALUATION PROCESS: Based on accuracy (As per SSC Standards)

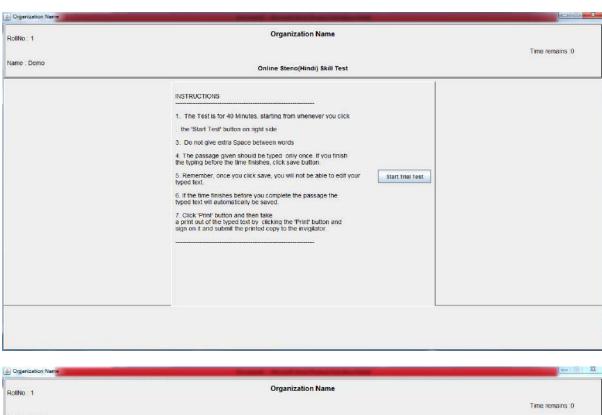### PROCEDURE FOR CONDUCTION OF TYPE TEST ARE AS FOLLOW:

Step-1: Candidate needs to enter his/her correct roll number in the text box appearing in the following figure: After entering the roll number Press Enter.
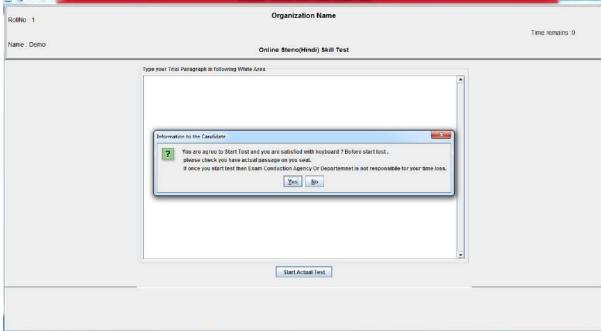

Step-2: Now Candidate's profile appears on the screen, press confirm button if Candidate's profile is correct else call Invigilator. Candidate can select Keyboard layout Like Ramington and Inscript and click confirm.

Step-3: Instructions will appear on the screen and candidate can Click on Start Trial Test. Trial test will be of 2 or 5 minutes as per requirements of the client. This test will ensure that the keys of the key board is working fine.
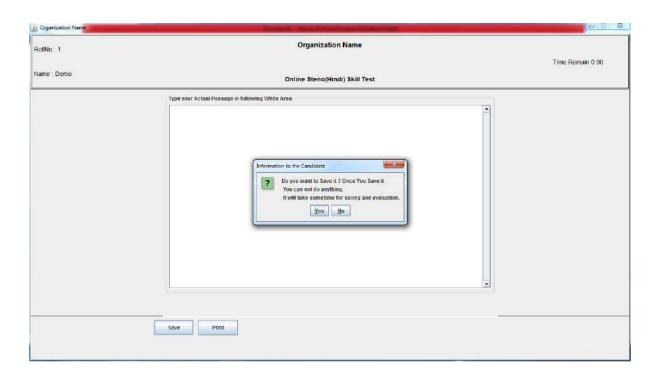
Step-4: After Trail Test Candidate will click on Start Actual Test. Before starting the actual test candidates will have to verify that their keyboards are working fine.

Step-5: Candidate will Start the Actual Test and will have the option to Submit the test OR after time is over the test window will freeze. Candidate will not be able to write anything beyond that time.

Step-6: Candidate will save the test and Take a printout of the typed paragraph.