

# **1. INSTRUCTIONS/FORMATS FOR THE CANDIDATES APPEARING IN THE STENOGRAPHY SKILL TEST**

**(For the Post Code 0401 & 0501)**

1. As clearly stated in CEPTAM-10/A&A Advertisement, the stenography skill test will be of qualifying in nature. **There is no exemption from skill test in Stenography for any category of candidates.**

2. The candidates are required to pass the stenography skill test and typing as per norms given below:

<b>Post Code</b>	<b>Post Name</b>	<b>Skill test norms on Computer</b>
0401	Stenographer Grade-I (English Typing)	<b>Skill test norms:</b> Dictation: 10 minutes @ 100 words per minute. <b>Transcription:</b> 40 minutes (English) (only on computers).
0501	Stenographer Grade-II (English Typing)	<b>Skill test norms:</b> Dictation: 10 minutes @ 80 words per minutes. <b>Transcription:</b> 50 minutes (English) (only on computers)

3. The dictation will be provided to the candidates through Recorded sound played over Public Address system.

4. **The candidate will have to transcribe their shorthand notes on their allotted Computer (PC) which will be provided at the Examination Venue by the CEPTAM. However, He/She should bring his/her pencil, pen, eraser and any other essential stationery item for the Stenography Test. CEPTAM will provide blank shorthand note book for taking notes.** Suitable arrangements will be made for taking "print outs" of the transcribed matter.

5. Candidates shall be given 01 (one) trial passages of 01-02 minute's duration which need not be transcribed during familiarisation process. 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 10 (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.

6. The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the Skill Test. No query shall be entertained after the commencement of the Skill Test.

7. The time allowed for dictation, review of dictation and transcription is as follows:-

**For post code 0401 -Stenographer Grade-I:**

- a) Dictation: 10 Minutes (100 words per minute)
- b) Review of Dictation: 10 Minutes
- c) Transcription: 40 Minutes (55 Minutes for PwBD candidates mentioned in Para 3.1)

**For post code 0501 -Stenographer Grade-II:**

- a) Dictation: 10 Minutes (80 words per minutes)
- b) Review of Dictation: 10 Minutes
- c) Transcription: 50 Minutes (70 Minutes for PwBD candidates mentioned in Para 3.1)

8. The candidates will be required to take their seat 10 minutes before commencement of the test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Nodal officer.
9. Candidates will also be provided with familiarization mock-drill before the actual test during which technical help will also be provided wherever, necessary. Any problem / technical issues should be brought to the supervisor's notice during the familiarisation process itself. **Once the actual test starts, objections will not normally be entertained.**
10. If a candidate completes his transcription before the allotted time, he will be allowed to read or make corrections in his transcription on the screen itself. Once the allotted time period is over, the transcription will be automatically submitted.
11. **For shorthand notes, the CEPTAM will provide blank shorthand note book for taking notes.** The candidate should write his/her Roll Number both in words and in figures in his/her own hand, in the space provided. The shorthand notes should be attached with signed copy of the transcription and submitted at the examination lab. **However, He/She should bring his/her pencil, pen, eraser and any other essential stationery item for the Stenography Test.**
12. The candidate should transcribe the shorthand notes himself. **Under no circumstances will he/she be allowed the help of a scribe to transcribe the shorthand notes.**
13. Candidates may note that the computers (PCs) on which transcribing is to be done are meant to record their keystrokes faithfully and accurately, akin to manual typewriter. Accordingly, features such as 'copy'; 'cut' and 'paste'; 'move' of characters / words / lines once typed; autocorrect; spell check; etc. will be disabled in the machines provided. Adequate care may, therefore, be taken in transcribing all characters.
14. Candidate should not tear any sheet given to him/her. In the shorthand notes and transcription, the candidates must not write any irrelevant matter. When the printout of the transcript typed by him/her is given to him/her, he/she must check the roll no. and name on last page, sign and handover the same to the invigilator" along with the Shorthand Note book. Candidates are advised that the Shorthand Note book is scrutinized by the CEPTAM before finalization of the result of the skill test.
15. Candidates are expected to comply strictly with the procedures and modalities of administration of the dictation and transcribing, as directed by authorised officials at the Examination Venue.
16. At the time of Registration during the Stenography Test, candidate's photo and thumb impression will be taken. He/she will be required to sign it and put his/her Left Hand Thumb impression before the beginning of the Test.
17. Each Candidate will have to sign the print out of the transcription before leaving the Examination Hall. If any candidate fails to sign his / her transcript, his / her examination will not be considered for evaluation. The candidate after finishing the Test should remain at his/her desk, maintain silence until the signed shorthand notes and transcription sheets are

collected. He/She must not type, write or erase after expiry of the allotted time. Candidates should not take either script or any blank typing paper out of the Examination Hall.

18. Candidates shall not be permitted to leave the Examination Hall until the completion of the Test. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.

19. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test or such other penalty as the CEPTAM may deem fit.

20. Any unruly behaviour / disturbance at the Centre for the Stenography Test will be viewed seriously and may entail disciplinary proceedings against the concerned candidates.

21. Possession of mobile/cellular phones (whether in use or not) in the examination hall is strictly prohibited. Failure to do so shall invite disciplinary action as the CEPTAM may deem fit, including cancellation of candidature. Candidates are advised in their own interest not to bring these gadgets to the examination venue as there will be no facility for safe-keeping

22. Travelling and other expenses must be borne by the candidates themselves.

## 2. PARAMETERS FOR EVALUATION OF STENOGRAPHY SKILL TEST

### **Nature of mistakes**

#### **(i) Full Mistake**

- 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.
- 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 words(s)/figure(s).
- Every addition of a word or figure or a group of words or figures not occurring in the passage.

#### **(ii) Half Mistake**

- 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 are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a signal half mistake.
- Using singular for plural noun and vice versa.
- Wrong use of capital or small letters at the beginning of the sentences.

### **Note**

- ✓ 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.
- ✓ Every passage will be accompanied by a list of words which can be spelt/written in more than 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.
- ✓ Candidates are not be penalised for any type of errors or mistakes other than those described above.

### **Method of calculation of mistakes in Stenography Skill Test**

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

Percentage will be round off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

### **3. GENERAL INSTRUCTIONS FOR PwBD CANDIDATES**

The following guidelines are applicable to PwBD Candidates shortlisted for Stenography Skill test.

- 1) Persons with benchmark disability in the category of Visually impaired, orthopedically handicapped (afflicted by cerebral palsy), orthopedically handicapped (both arm affected), orthopedically handicapped candidates who has a locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the certificate, issued by competent authority, submitted by the candidate) will be allowed compensatory time during transcription phase as per GOI rules & orders.
- 2) VI Candidates are eligible for scribe/passage dictator during transcription phase.
- 3) The Scribe/ Passage dictator is identified by the candidate at own cost and as per own choice.
- 4) A person acting as a Scribe/Passage dictator for one candidate cannot be a Scribe /Passage dictator for another candidate.
- 5) The scribe/Passage dictator arranged by the candidate should not be a candidate for the same examination.
- 6) The candidate shall be responsible for any misconduct on the part of the scribe/Passage dictator brought by him during typing test.
- 7) Candidate as well as the scribe/Passage dictator will have to give a suitable undertaking, in the prescribed format 'Letter of Undertaking for Using Own Scribe/Passage dictator' as per format at **Appendix-I**.
- 8) Candidates are advised to refer point No. IV of OM dated 29th Aug, 2018 issued by Department of Empowerment of persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment referred above and required to produce a certificate (wherever applicable) to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf as per format at **Appendix-II** from Chief Medical Officer/Civil Surgeon/Medical superintendent of a Government health care institution.
- 9) For person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing
  - a. The facility of scribe and /or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-III**.
  - b. Candidate is allowed to bring his own scribe. The qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at **Appendix-IV**.
- 10) In case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- 11) Guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

**DECLARATION/UNDERTAKING BY PERSON WITH DISABILITIES (PwBD)**  
**CANDIDATES WHO WISH TO USE SCRIBE/PASSAGE DICTATOR**  
 (Letter of Undertaking for Using Own Scribe/Passage Dictator)

I \_\_\_\_\_ a candidate with \_\_\_\_\_ (name of the disability) appearing for the \_\_\_\_\_ (name of the examination) bearing Application No. \_\_\_\_\_ at \_\_\_\_\_ (centre name) in the \_\_\_\_\_ (City), \_\_\_\_\_, (name of State). My highest qualification is \_\_\_\_\_ and scribe's highest qualification is \_\_\_\_\_. We (Candidate & Scribe) together hereby declare that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the candidate for taking the aforesaid examination and also undertake that we (Candidate & Scribe) have read/been read out the instructions of '**Guidelines regarding Persons with Disabilities (PWD) using the services of a Scribe/Passage Dictator**' issued by CEPTAM, DRDO and hereby undertake to abide by them. It is also stated that the Scribe arranged by the candidates should not be a candidate for the same examination and also can not be a Scribe for another candidate. We also understand that in case it is detected at any stage of recruitment and even after recruitment that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), or that scribe's qualification is not as declared and I Shall forfeit my right to the post and claims relating thereto.

Given under our signature:-

\_\_\_\_\_  
 Signature and Left Hand Thumb  
 Impression of the **Scribe/Passage Dictator**  
 Correspondence Address  
 .....  
 .....  
 .....  
 ID Proof Type:\* .....  
 ID Number:

STD Code: ..... Phone No.....  
 Mobile No., if any .....

**Recent passport size Photograph of the Scribe/Passage dictator. To be signed by Scribe and candidate**

\_\_\_\_\_  
 Signature and Left Hand Thumb  
 Impression of the **Candidate**  
 Application o.:.....  
 Seat No.....  
 Post Code & Post Name

Date of Skill test.....  
 Shift.....  
 Skill Test Centre:.....  
 City: .....  
 Correspondence address:  
 .....  
 .....

STD Code:..... Phone No.....  
 Mobile No., if any .....

Signature of the CEPTAM Rep.

**\*Scribe/Passage dictator is required to carry his ID proof in original at the time of Examination.**

**CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE**  
**TO WRITE**

This is to certify that, I have examined Mr/Ms/Mrs

\_\_\_\_\_ (name of the candidate with disability), a person with

\_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o D/o \_\_\_\_\_

\_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that

he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

**Signature**

Chief Medical Officer/Civil Surgeon/Medical superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

**Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR).**

**Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic/ PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/ Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
<b>(Signature &amp; Name)</b>				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing**

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_(name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District \_\_\_\_\_, \_\_\_\_\_ (name of the State).

My educational qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

**(Signature of the candidate)**

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

## अभ्यर्थियों के लिए अनुदेश

1. इस प्रवेश पत्र के साथ एक रंगीन फोटोग्राफ और मूल वैध फोटो पहचान पत्र (फोटोकॉपी या स्कैन की गई प्रति मान्य नहीं) उदाहरण के लिए आधार-यूआईडी, पासपोर्ट, पैन कार्ड, मतदाता आईडी, सरकार द्वारा जारी की गई आईडी, इत्यादि। प्राथमिकता पूर्वक आवेदन पत्र में उल्लेख किया गया फोटो पहचान पत्र, सत्यापन के लिए प्रस्तुत किया जाना चाहिए।
2. सभी अभ्यर्थियों को टियर-II परीक्षा उत्तीर्ण करना अनिवार्य है।
3. टियर-II परीक्षा केंद्र के अधिकारियों द्वारा अभ्यर्थियों के प्रमाण पत्र सत्यापित किए जाने के बाद ही उन्हें टियर-II परीक्षा देने की अनुमति दी जाएगी।
4. अभ्यर्थियों को प्रवेश पत्र में अंकित निर्धारित रिपोर्टिंग समय पर आवश्यक रूप से टियर-II परीक्षा केंद्र में रिपोर्ट करना होगा।
5. अभ्यर्थियों को टियर-II परीक्षा समाप्ति से पहले टियर-II परीक्षा स्थान छोड़ने की अनुमति नहीं दी जाएगी।
6. टियर-II परीक्षा केंद्र/शहर में परिवर्तन के लिए कोई भी अनुरोध किसी भी परिस्थिति में स्वीकार नहीं किया जाएगा।
7. अभ्यर्थियों को सलाह दी जाती है कि वे टियर-II परीक्षा से कम से कम एक दिन पहले अपने टियर-II परीक्षा केंद्र और उस तक की पहुंच का पता लगाए ताकि वे टियर-II परीक्षा के दिन समय पर केंद्र तक पहुंच सकें।
8. किताबें, नोट्स, कागज के टुकड़े, लॉग टेबल, लेखन पैड, कार्डबोर्ड, इलेक्ट्रॉनिक्स डिवाइस, मोबाइल फोन, इयरफोन, माइक्रोफोन, कैमरा, हेडफोन, पेन-ड्राइव, पेजर, ब्लूटूथ डिवाइस, कैलकुलेटर, इलेक्ट्रॉनिक कलम / स्कैनर, भोजन और पेय (शराब या गैर-शराब), हथियार / शस्त्र इत्यादि एवं अन्य आपत्तिजनक वस्तुओं को परीक्षा परिसर में लाना सख्ती से निषिद्ध है और यह अनुचित माध्यम माना जाएगा। यदि कोई भी अभ्यर्थी इन उपकरणों / दस्तावेजों के साथ या इनका उपयोग करता हुआ पाया जाता है तो उसे अनुचित माध्यम के प्रयोग के रूप में माना जायेगा जिससे उसकी उम्मीदवारी रद्द कर दी जाएगी और कानूनी कार्रवाई भी की जा सकती है।
9. कोई अभ्यर्थी यदि किसी भी अनाधिकृत सामग्री के साथ या प्रतिरूपण या अनुचित साधनों को अपनाने में शामिल पाया जाता है तो उस अभ्यर्थी के विरुद्ध अनुशासनात्मक कार्रवाई की जाएगी जिसमें उसकी अभ्यर्थन रद्द करने सहित तीन सेट्टेम भर्ती चक्रों के लिए वर्जित किया जाएगा। अनुयाचन करना / दबाव डालना / रौब डालना / धमकाना / अवैध परिशुष्टि इत्यादि को अनुचित माध्यम माना जाएगा।
10. अभ्यर्थियों को टियर-II परीक्षा स्थान छोड़ने से पहले अपने प्रवेश पत्र को प्रयोगशाला समन्वयक को जमा करना होगा, प्रवेश पत्र जमा न करने पर उनकी उम्मीदवारी रद्द हो सकती है।
11. **अभ्यर्थियों को सलाह दी जाती है कि वे प्रवेश पत्र की एक प्रति अपने पास सुरक्षित रखें।**
12. मात्र प्रवेश पत्र जारी करने से पद के लिए योग्य होने का कोई प्रावधान नहीं होता है। अभ्यर्थियों को सूचित किया जाता है कि आपकी उम्मीदवारी पूर्ण रूप से अस्थायी है और भर्ती के किसी भी चरण में या उसके बाद किसी भी असंगतता के मामले में उम्मीदवारी रद्द की जा सकती है।
13. टियर-II परीक्षा में उत्तीर्ण होना किसी भी अभ्यर्थी को भर्ती / रोजगार का अधिकार प्रदान नहीं करता क्योंकि यह नियुक्ति के लिए योग्यता मानदंडों में से केवल एक है।
14. यह प्रवेश पत्र केवल टियर-II परीक्षा की तिथि, समय और स्थान के लिए ही मान्य है, जैसा कि निर्दिष्ट है।
15. टियर-II परीक्षा केंद्र में अभ्यर्थी के सामान को रखने के लिए कोई सुरक्षित रखरखाव या लॉकर व्यवस्था नहीं है। डीआरडीओ, सेट्टेम आपके सामान की सुरक्षित अभिरक्षा के लिए जिम्मेदार नहीं होगा। इस कारण अभ्यर्थियों को टियर-II परीक्षा केंद्र में बिंदु संख्या 8 में उल्लिखित वस्तुएं नहीं लानी चाहिए।
16. सभी अभ्यर्थियों को अपने कौशल परीक्षा में उत्तीर्ण करना अनिवार्य है। परीक्षा की पूर्ण प्रक्रिया को 4-6 घंटे लग सकते हैं तथापि अभ्यर्थी को अपनी यात्रा और अन्य व्यवस्था योजना के अनुसार बनानी चाहिए।

## Instructions To The Candidates

1. This admit card must be presented for verification with one colour photograph along with original valid photo identity proof (not photocopy or scanned copy) for example Aadhaar-UID, Passport, PAN card, Voter ID, Driving License, Govt. issued ID etc. preferably bring same photo identity proof as mentioned at the time of filling application form.
2. It is mandatory for all the candidates to pass Tier-II Exam.
3. Candidates will be permitted to appear for the Tier-II Exam only after their credentials are verified by centre officials.
4. Candidates must report at the Tier-II Exam centre on scheduled time of reporting mentioned on Admit Card.
5. Candidates will not be permitted to leave the Tier-II Exam centre before the end of the Tier-II Exam.
6. No request for change in Tier-II Exam venue/city will be considered under any circumstances.
7. Candidates are advised to locate the Tier-II Exam venue and its accessibility at least a day before the Tier-II Exam, so that they can reach the venue on time for the Tier-II Exam.
8. Possession of books, notes, bits of papers, log table, writing pad, eraser, cardboard, electronics devices, mobile phones, earphones, microphones, camera, headphones, pen-drives, pager, Bluetooth devices, calculator, electronic pen/scanners, food & beverage (alcoholic or non-alcoholic), arms/weapon etc. and any objectionable item is strictly prohibited in the Tier-II Exam premises and it will be treated as unfair means. In case of non-compliance, his /her candidature shall be cancelled and a suitable legal action in addition, may also be initiated.
9. Any candidate found in possession of any unauthorized material or indulging in copying or impersonation or adopting unfair means shall entail disciplinary action including cancellation of candidature and debarment for three CEPTAM Recruitment cycles. Canvassing/ Pressurizing/ Influencing/ Threatening/ Illegal gratification etc will be treated as unfair means.
10. Candidates are required to submit their admit card to coordinator before leaving Tier-II Exam centre, Not submitting Admit Card will lead to cancellation of their candidature.
11. **Candidates are advised to keep a copy of Admit card.**
12. Mere issuing of Admit card does not confer any right to be eligible for the post. Candidates are informed that their candidature is purely provisional and is liable to be cancelled at any stage of recruitment or thereafter, in case any inconsistency is noticed.
13. Qualifying the Tier-II Exam would not confer the right on any candidate for recruitment/employment as it is only one of the eligibility criteria for appointment.
14. This Admit card is valid only for the Tier-II Exam date, place and time as specified thereon.
15. There is no safekeeping or locker arrangement for candidate's belongings. DRDO, CEPTAM will not be responsible for its safe custody. As such the candidates should not bring items as mentioned in point no 8.
16. It is mandatory for all the candidates to pass Skill Test related to their post. The whole test activity may take 4-6 hours hence, candidate should plan their journey and other arrangements accordingly.