

G.L.Publications Building, G.S.Road,Guwahati-781 007,Phone-0361-2528045,2527211

**SKILL TEST FOR TYPIST (HINDI) AND STENO GRADE II POSTS
FOR NORTH EAST ZONE**

INFORMATION HANDOUT

This Handout contains details pertaining to various aspects of the Skill Test (which is of qualifying in nature) and important instructions about related matters. Candidate is advised to study the handout carefully as it will help his/her in preparing for Skill Test.

1) The Skill Test for Typist (Hindi) will be as per the following procedure:

I) PROCEDURE FOR TYPIST (HINDI)

1	Test Duration	10 Minutes	Actual test to be preceded by two, 1 minute trial session to acquaint the candidates
2	Speed	30 W.P.M speed in Hindi Typing	
3	Key board	Inscript / Remington (Unicode enabled) Phonetics not allowed	
4	Compensatory timing for PwBD candidates	Additional 5 minutes to be given. Name of such candidates will be provided by FCI well before the examination.	
5	After Typing Test	a) Candidates have to write a paragraph of 30-40 words from the given content typed by him/her on a separate sheet. b) Only the Typed content would be evaluated	Candidates should write his/her Name, Roll No. and put his/ her signature and handover the same to the invigilator along with supplied content and typed content.

II) Evaluation Procedure (Nature of Mistakes) for Typing in Hindi

A) Full Mistakes : The following errors are treated as full mistakes :-

- i. For every omission of word / figure.
- ii. For every substitution of a wrong word / figure.
- iii. For every addition of a word / figure not found in the passage.

B) Half Mistakes: The following errors are treated as Half mistakes :-

- i. **Spacing Errors:-** where no space is provided between two words, e.g. 'Ihope' or undesired space is provided between the words or letters of a work e.g. hope I have, ' I hxxave'.

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- ii. For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter / letters, e.g. the word 'spelling ` etc.
- iii. Wrong Capitalisation : Wrong use of capital letter for small letter and vice-versa (This does not apply to Hindi typewriting scripts).

NOTE-1 : Any corrections made by pen or pencil are ignored and no credit is given to such corrections.

C) Admissible error limits for SC/ST/OBC/PwBD candidates.

- i. 7% for SC/ST/OBC/PwBD categories
- ii. 5% for rest of categories

2) The Skill Test for Steno Grade –II will be as per the following procedure:

I) PROCEDURE FOR STENO GRADE –II

1	Test Duration	10 Minutes	Actual test to be preceded by two, 1 minute trial dictation to acquaint the candidates. After dictation 10 Minutes for reading and correction before start of transcription time.
2	Speed	1.Speed of 40 W.P.M in Typing 2.Speed of 80 W.P.M Shorthand	
3	Key board	Inscript / Remington (Unicode enabled) Phonetics not allowed	
4	Transcription Time	50 Minutes	The commencements of actual transcription to be done on PC, candidate has to complete the transcription including correction-typing etc within 50 Minutes.
5	After Transcription	a)Candidates have to write his/her own handwriting one paragraph of about 50-60 words from the shorthand passage given to him/her on a separate sheet and will have to write his/her name and Roll No. and affix his/her signature at the end and handover the same to the invigilator. b) When the print out of the transcript typed by him/her is given to him/her, he/she must write his/her Roll No. and name on each page, sign and handover the same to the invigilator along with the Shorthand Note Book. c) Only the Typed transcription have to be evaluated	Candidates should write his/her Name, Roll No. and Put his/ her signature and handover the same to the invigilator along with supplied content and typed content.



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II) Evaluation Procedure (Nature of Mistakes) for Typing in English

A) Full Mistakes : The following errors are treated as full mistakes :-

- i. Every omission of word/figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual no. of words omitted.
- ii. Every substitution of a wrong word/figure. The no. of mistakes will be equal to the no. of words/figures dictated which have been replaced/substituted by other word(s)/figure(s).
- iii. Every addition of a word/figure or a group of words of figures not occurring in the passage.

B) Half Mistakes: The following errors are treated as Half mistakes :-

- i. 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.
- ii. Using singular for plural noun and vice-versa.
- iii. Wrong use of capital or small letters at the beginning of the sentence.

NOTE-1 : Any corrections made by pen or pencil are ignored and no credit is given to such corrections.

C) Admissible error limits for SC/ST/OBC/PwBD candidates.

- i. 7% for SC/ST/OBC/PwBD categories
- ii. 5% for rest of categories

II) Evaluation Procedure (Nature of Mistakes) for Shorthand &

1) NOTE

- i) 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.
- ii) Candidates are not be penalized for any type of errors or mistakes other than those described above.

3) Details of the Skill Test for Typist (Hindi) and Steno Grade -II.

1. Skill test for Typist (Hindi) consists of 2 steps as under :

- i. 10 Minutes Typing in Hindi with the speed of 30 W.P.M
- ii. Candidates have to write a paragraph of 30-40 words from the given content typed by him/her on a separate sheet and will have to write his/her name

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and Roll No. and affix his/her signature at the end and handover the same to the invigilator.

2. Skill test for Steno Grade II consists of 4 steps as under :
 - i. 10 Minutes Typing in English with the speed of 40 W.P.M
 - ii. 10 Minutes dictation in English with the speed of 80 W.P.M
 - iii. After taking dictation in English, candidates have to transcript the same in 50 Minutes.
 - iv. Candidates have to write a paragraph of 50-60 words from the shorthand passage given to him/her on a separate sheet and will have to write his/her name and Roll No. and affix his/her signature at the end and handover the same to the invigilator.
3. Candidates will have to type in Hindi or English using the following keyboard layout
 - i. Inscript
 - ii. Remington (GAIL)
4. The Skill Test would be conducted on a Computer.
5. The clock has been set at the server and countdown timer at the top right corner of your screen will display the time remaining for you to complete the Skill Test. When the clock runs out the exam ends by default you are not required to end or submit your exam.
6. The Test name(s) will be displayed on the top bar of the Screen.
7. The candidates are requested to follow the instructions of the " Test Administrator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/adoption of unfair means and such a candidate would be liable for debarment from appearing for Skill Test for a period as decided by FCI.
8. 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.
9. After the expiry of total duration of the Skill Test, the candidates will not be able to attempt to any correction or check their typed data.
10. After completion of Skill Test, candidates have to take the print out of the transcript typed by him/her and he/she must write his roll no. and name on each page, sign and handover the same to the invigilator along with the Shorthand Note book.

4) General Instructions.

1. Please note the date, time and venue address of the Skill Test given in the call letter.
2. Candidate may visit the venue one day before the Skill Test to confirm the location so that candidate are able to report on time (as printed on the call letter) on the day of Skill Test. Late comers will not be allowed.

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3. The call letter should be brought by the candidate to the Skill Test Venue along with candidates recent photograph duly pasted on it. (Preferably the same photograph as was as uploaded).
4. Candidate must scrupulously follow the instructions of the Test Administrator at the examination venue. If the candidate violates the instructions he/she will be disqualified and will be asked to leave the examination venue.
5. No use of Cell Phones with or without camera facility or any other electronic device will be allowed during the Skill Test.
6. Candidate should bring call letter with their photograph affixed thereon, currently valid photo identity proof in original and a photocopy of the same ID proof which he /her bring in original – THIS IS ESSENTIAL. The call letter alongwith photocopy of photo identity proof duly stapled together should be handed over to the invigilator. Currently valid photo identity proof may be PAN Card/ Passport/ Permanent Driving Licence / Voter's Card/ Bank Passbook with photograph/ Photo Identity proof issued by a Gazetted Officer on official letterhead alongwith photograph/ Photo Identity proof issued by a People's Representative on official letterhead alongwith photograph/ Valid recent Identity Card issued by a recognised College/ University/ Aadhaar Card/ E-Aadhaar Card with a photograph/ Employee ID/ Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof. Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this.

If there is any mismatch between the name indicated in the Call Letter and Photo Identity 11 Proof, candidate will not be allowed to appear for the examination. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit. Photo ID should be valid as on the day of the Skill Test.
7. Candidate responses (Typing) will be analysed with other candidates to detect patterns of similarity of right and wrong typed words. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the candidate's candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behavior unbecoming of a candidate will not be considered for assessment. FCI may take further action against such candidates as deemed fit by it.
8. Candidate should bring a blue or black ball-point pen and pencil. A sheet of paper will be provided which can be used for write the passage. After writing the passage candidate MUST hand over this sheet of paper to the Test Administrator before leaving the venue.
9. The possibility of occurrence of some problem in the administration of the Skill Test cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-Skill Test is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-skill test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

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10. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorized possession of test content is likely to be prosecuted.
11. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process. If such instances go undetected during the current selection process but are detected subsequently, the candidature of such candidates shall be cancelled and further action shall be taken as deemed fit

IMPORTANT POINTS TO REMEMBER

Candidates are advised to bring with them the following:

- i. Call letter with photo affixed thereon and photo ID card in Original and photocopy as mentioned in Point 6 of General Instructions above.
- ii. One blue or black ball point pen and pencil.
- iii. No Travelling Allowances will be provided for the Skill Test.