भारतीय खाद्य निगम
आंचलिक कार्यालय(उ.)
ए-2ए,2बी सेक्टर - 24 नोएडा (उत्तर प्रदेश) -201301
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SKILL TEST FOR CATEGORY III POSTS TYPIST (HINDI) AND STENO GRADE-II (ENGLISH)] (With reference to advertisement no. 01/2019-FCI Category III)

INFORMATION HANDOUT

Date of Skill Test: 28.09.2019
Reporting Time: 07:30 A.M. for Typist (Hindi)
                    11:00 A.M. for Steno Grade II

Venue: iON Digital Zone iDZ 1, Mathura Road, A 27, Mohan Co-Op Industrial Estate, Near Sarita Vihar Metro Station, Near Metro Pillar No. 292-293, New Delhi-110044.

This handout contains details and important instructions about various aspects of the Skill Test for Typist (Hindi) and Steno Grade II (which is of qualifying in nature) to be conducted on 28.09.2019. Candidates are advised to study the handout carefully, as it will help them acquaint themselves with the Skill Test.

1. **General Instructions:**

   A. Please note the date, time and venue address for the Skill Test carefully.

   B. Candidates may visit the venue one day before the Skill Test to confirm the location, so that they are able to report on time on the day of Skill Test. Late comers will not be allowed.

   C. Candidates must scrupulously follow the instructions of Test Administrator/ Invigilator and the FCI Representative at the Skill Test venue. If any candidate violates the instructions, he/she will be disqualified and will be asked to leave the Skill Test venue. No representation in this regard shall be entertained by the FCI.

   D. Use of Cell Phones with or without camera facility or any other electronic devices is not allowed during the Skill Test.

   E. **Candidates should bring the call letters with their recent photograph duly pasted on it. (Preferably the same photograph as was uploaded at the time of online application).**

   F. **Candidates should also carry currently valid photo identity proof in original and a photocopy of the same ID proof which he /she**

brings in original – THIS IS ESSENTIAL. The call letter along with 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 License/ Voter's Card/ Bank Passbook with photograph/ Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/ Photo Identity proof issued by a People's Representative on official letterhead along with photograph/ Valid recent Identity Card issued by a recognized 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 online registration) should exactly match with 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 Proof, candidate will not be allowed to appear for the examination. The candidates who have changed their name will be allowed to appear for the Skill Test only if they produce Gazette notification/their marriage certificate/affidavit. Photo ID Proof should be valid as on the day of the Skill Test.

G. 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.

H. Candidate should bring a blue or black ball-point pen and pencil. Notepads/sheets of paper will be provided, which are to be used for writing the passage/declaration. After writing the passage/ declaration the candidate MUST hand over this sheet of paper to the Test Administrator/Invigilator before leaving the venue, after writing his/her name, Roll No. and affixing his/ her signature.

I. 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, etc. 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.

J. 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.

K. Instances of 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.

L. Any request for change in time/ date/ center/ medium of the test shall not be entertained under any circumstances.

M. No Travelling Allowances will be provided for the Skill Test.

2. Important Details of the Skill Test for Typist (Hindi) and Steno Grade –II:

A. The Skill Test will be conducted using computers.

B. Candidates shall be allowed in the examination hall only after their identity has been verified, including biometric verification.

C. The candidates shall be assigned a login ID and Password after identity verification, which is to be used for logging into the computer system for taking the Skill Test.

D. Candidates are not allowed to bring their own keyboards. Typing/ Transcription is required to be done on the computer systems available at the Test Venue.

E. Typing Test and Dictation (for Steno Grade II) shall be preceded by two Trial Sessions of 1 minute each to acquaint the candidates.

F. The clock will be set at the server and countdown timer at the right side of the computer screen will display the time remaining to complete the Skill Test. When the clock runs out, the exam ends by default and the candidates are not required to end or submit their typed transcript.

G. The candidates may ask the Test Administrator/Invigilator 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.

H. After the expiry of total duration of Skill Test, the candidates will not be able attempt to any correction or check their typed data.

3. Details for candidates appearing as Typist (Hindi)

The content to be typed will be provided in the computer system itself after login by the candidate. First half of the computer screen will contain the contents to be typed by the candidate and the contents typed by the

candidate shall be visible in the bottom half of the computer screen. The details regarding speed, type of keyboard, and errors, etc. are given below.

S.N.	Parameters	Description	Remarks
1	Test Duration	10 Minutes	Actual test will be preceded by two, 1 Minute Trial Sessions to acquaint the candidates.
2	Speed	30 W.P.M speed in Hindi typing	
3	Paragraph Writing	After the Trial Sessions and before the start of actual Typing Test, the candidates have to write a paragraph of about 40 words, which will be displayed on their computer screens, in their own handwriting in the space provided in the Call Letter for this purpose. Only the typed content will be evaluated.	Candidates should write his/her Name, Roll No. and put his/her signature and must handover the same to the invigilator along with supplied content before leaving the Test Center.
4	Key board	Remington (Unicode enabled) Phonetics not allowed.	
5	Compensatory timing for PwBD candidates	Additional 5 minutes time will be allowed to the PwBD candidates who are eligible for the services of Scribes in terms of advertisement no. 01/2019-FCI Category III.	
6	After Typing Test	Candidates have to handover the call letter and supplied content to the Invigilators. Candidates are also advised to remain seated and leave the Exam Hall only after asked to do so by the Invigilators.	

3.1 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'.

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' typed as 'seeplings' etc.

iii. **Wrong Capitalization**: 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 will be ignored and no credit will be given to such corrections.

C. Admissible error limits:

i.   7% for SC/ST/OBC/PwBD categories.

ii. 5% for rest of the categories.

4. Details for candidates appearing as STENO GRADE – II

For Steno Grade II, the Skill Test will consist of English Typing as well as Shorthand Test. Candidates need to qualify both the Skill Tests i.e. Typing and Shorthand. Accordingly, two separate tests will be conducted and separately evaluated. The English Typing Test shall be conducted first, followed by the Dictation/Shorthand test. For English Typing, the content to be typed will be provided in the computer system itself after login i.e. the first half of the computer screen will contain the content to be typed by the candidate and the contents typed by the candidate shall be visible in the bottom half of the computer screen. The stationary for taking dictation and transcription shall be provided to the candidates at the center. The details regarding speed, type of keyboard, and errors, etc. are given below.

S.N.	Parameters	Description	Remarks
1	Test Duration for English Typing Test	10 Minutes	Actual test will be preceded by two, 1 Minute Trial Sessions to acquaint the candidates.
2	Speed for English Typing	Speed of 40 w.p.m. in typing	
3	Keyboard	QWERTY Keyboard.	
4	Paragraph Writing	After the Trial Sessions and before the start of actual Typing Test, the candidates have to write a paragraph of about 60 words, which will be displayed on their computer screens, in their own handwriting in the	Candidates should write his/her Name, Roll No. and put his/ her signature and must handover the same to the invigilator along with supplied content

		space provided in the Call Letter for this purpose. Only the typed content will be evaluated.	before leaving the Test Center.
5	Dictation	10 minutes	Actual test will be preceded by two, 1 minute Trial Dictations to acquaint the candidates. After dictation 10 Minutes will be allowed for reading and correction before start of transcription time.
6	Speed	Speed of 80 W.P.M. in Shorthand	
7	Transcription Time	50 Minutes	The commencement of actual transcription to be done on PC, candidate has to complete the transcription including correction-typing etc. within 50 Minutes.
8	Compensatory timing for PwBD candidates	Compensatory time will be allowed to the PwBD candidates who are eligible for the services of Scribes in terms of advertisement no. 01/2019-FCI Category III, as per the following details: a. Additional 5 minutes time for English Typing Test. b. Additional 5 minutes time for Dictation. c. Additional 5 minutes time for reading and correction before start of transcription time. d. Additional 20 minutes time for Transcription.	
9	After the Test	Candidates have to handover the call letter and supplied content to the Invigilators.	

		Candidates are also advised to remain seated and leave the Exam Hall only after asked to do so by the Invigilators.	

4.1 Evaluation Procedure (Nature of Mistakes) for Typing in English:

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'.
  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' typed as 'seeplings' etc.
  iii. **Wrong Capitalization**: Wrong use of capital letter for small letter and vice-versa (This does not apply to Hindi typewriting scripts).

NOTE-2: Any corrections made by pen or pencil will be ignored and no credit will be given to such corrections.

C. Admissible error limits:

  i.   7% for SC/ST/OBC/PwBD categories.

  ii. 5% for rest of categories.

4.2 Evaluation Procedure (Nature of Mistakes) for Shorthand & Transcription:

A. Full Mistakes: The following mistakes will be treated as full mistakes:-

  i.   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.

  ii. 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).

  iii. Every addition of a word or figure or a group of words or figures not occurring in the passage.

B. Half Mistakes: The following mistakes 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 <u>vice versa</u>.

iii.   Wrong use of capital or small letters at the beginning of the sentence.

C. Admissible error limits:

i.   7% for SC/ST/OBC/PwBD categories.

ii.   5% for rest of categories.

<u>NOTE-3:</u>

i.   <u>More than one error in a single word</u>: 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.

Candidates are advised to go through the above instructions scrupulously in their own interest, so that they are well aware of the procedure of Skill Test on the date of Test.

Candidates are also advised to visit the website regularly to keep themselves updated with the instructions.