

REVISED INSTRUCTIONS FOR THE POST OF JR. STENOGRAPHER(HINDI)

Important Instructions for Stenography Test

1. The exam will be held by observing all instructions/guidelines related to Covid-19.
2. Candidates will be given one dictation for 10 minutes in Hindi for Shorthand at the Speed 80 w.p.m. for the Post of Junior Stenographer.
3. Candidates will be given 50 Minutes for transcription the dictation on Computer.
4. The NIA will provide the Computer and Shorthand Notebook for the test no Candidates will be allowed to bring his own Key board.
5. Candidates are required to report to the Supervisor at the reporting time indicated on their Call Letter.
6. Candidates are required to bring original copy of the Call Letter at the time of test, failing which; they may not be admitted to the test.
7. The Candidates will be required to take their seat ten minutes before commencement of the Stenography Test. If the computer goes out of order during transcription, the candidates should not shout or disturb others, but should remain seated quietly and inform the Invigilator.
8. Candidates shall be given one trial passage of one minute's duration which need not be transcribed. Thereafter, the actual passage shall be dictated. As soon as it is over, the candidates shall read their shorthand notes silently for 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. The candidates shall have to transcribe the shorthand notes in DOUBLE SPACE.
9. Candidates should not tear any sheet given to them. When the printout of the transcript typed by him/her is given to him/her, 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.
10. Candidates should not take either script or any blank typing paper out of the Examination Hall.
11. Every candidate will be supplied attendance Sheet with his/her Roll number. He/she will be required to sign before the beginning of the Test and also end of the Test at the bottom pages of the Shorthand Note Book.
12. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
13. 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.
14. The Shorthand Test is qualifying in nature. In case candidate fails to acquire the prescribed speed of 80 w.p.m. in Shorthand he will not be considered for selection for the Post of Junior Stenographer.
15. Upto 7% mistakes are ignorable for Shorthand.

Important Instructions for Typing Test

1. Candidates are required to report for the Test at the Reporting Time indicated on their Call/Permission Letter.
2. Every Candidate has to sign the Attendance Sheet for the Test.

3. The Hindi Typing Speed Test will be conducted on Computer only. Computer will be provided by NIA at the venue of the Test. The Test will be in MS Word Format.
4. Candidates Should Create Word File on the Desktop of the Computer provided. The word File created by the candidate for the Test should be saved carefully with File Name by his Roll No. (For Example: 001)
5. Candidates can opt Devlys or Kurti Dev Font for Hindi Typing.
6. Before starting the Typing Test, Candidates should Type their Name and Roll Number on Top of the page.
7. After completing the Typing Test, Print-out of the Typed matter will be taken out and the Candidate will sign at the end of each Page.
8. Candidates will be given time for a Trial Test before the Actual Typing test.
9. Candidates must start typing from the beginning of the Paper provided.
10. The duration of the Typing Test will be 10 Minutes only. It will consist of one Paper of running matter.
11. Criteria for evaluation of Typing Test papers for Jr. Stenographer is enclosed.
12. A Bell will ring for starting and stopping the Typing Test.
13. The prescribed Typing Speed is 30 words Per minute in Hindi corresponding to 9000 KDPH respectively, on an average of 5 key depressions for each word on Computer.
14. The Shorthand Test and Typing Test will be for qualifying in nature and no weight age will be given while preparing the final merit list. Those candidates qualifying both the Tests viz. Shorthand Test with the speed of 80 w.p.m. in Hindi and Typing Test with the speed of 30 w.p.m. in Hindi will be taken into the zone of consideration.
15. Candidates must return the Paper along with their Transcripts to the Invigilator after the Type Test is over. Candidates are not allowed to take the Paper or Transcript out of the Examination Hall. They should not tear any sheet given to them.
16. If a candidate does not qualify the minimum required Typing Speed, he will be considered unsuccessful in Typing Test and he will not be considered further for the Post of Junior Stenographer.
17. Candidates will not be permitted to leave the Examination Hall until expiry of the Time allotted for the Test.
18. Candidates must observe silence in the Examination Hall.
19. Candidates must abide by any further instructions that may be given to them orally by the staff conducting the Test. If any candidate fails to do so or indulges in disorderly or improper manner/conduct, he will render himself liable to expulsion from the Test.