

CIRCULAR NO.: 91 /2023

In continuation of Circular No. 52/2023 dated 04.05.2023, vide which notification was issued in respect of the Limited Departmental Examination (LDE) to fill up 132 vacancies (UR-103, SC-19, ST-10, PwBD-5 (VH-2, HH-1, OH-1, Others-1)) for the post of Stenographer Grade-C/PA, in the Pay Band-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600/- (Pre-revised) (Level-7 in the pay matrix as per 7th CPC), alongwith the details regarding evaluation criteria, accuracy etc. of the Skill Test (i.e. shorthand) and the Typing Speed Test, as Annexure-II of the said Circular, the following Revised Evaluation Criteria for the Typing Speed Test (English) for the post of Stenographer Grade-C/PA for LDE-2023 are hereby circulated as under:

G.W. = Gross Words = Gross keystrokes typed/5

E.C. = Errors committed = Number of mistakes i.e. number of incorrect words typed, irrespective of number of characters in that word.

Net Typing Speed = $\frac{G.W. - (E.C. \times 2)}{\text{Time}}$

Example: If Gross keystrokes typed=2900 and EC = 05, in time of 10 minutes then G.W.= 2900/5

and

the Net Speed calculation will be

= $\frac{(2900/5) - (5 \times 2)}{10} = \frac{580 - 10}{10} = \frac{570}{10} = 57 \text{ w.p.m.}$

Time (10 minutes) 10 10

(a) Typing Speed Test for 10 minutes' duration will be taken on Notepad on computer systems wherein the candidates will be given hardcopy of Typing Test passage.

(b) The commencement of the Typing Speed Test will be indicated by announcing the word 'START TYPING' and simultaneously the time will be recorded by the supervisor/examiner. The candidates should start typing the Test passage from the beginning and if they are able to complete the Test passage before the expiry of the ten minutes time, they may restart the typing of same passage and continue to type till the 'STOP TYPING' signal is given at the end of 10 minutes time.

(c) Every type of mistake will be counted as one mistake i.e. one incorrect word, including mistakes of punctuation marks, no space, double space, repetition, transposition, etc., irrespective of number of characters in that word.

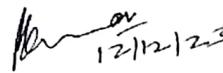
(d) Candidates can use the backspace key and the arrow keys to correct the typed words within the prescribed time limit of the test.

NOTE: More than one mistakes in a single word will be treated as one mistake i.e. one incorrect word.

2. The rest of the contents of Circular No. 52/2023 dated 04.05.2023 and the Evaluation Criteria for Stenography Skill Test for the post of Stenographer Grade-C/PA already circulated, will remain unchanged.

3. The date of examination is 28.12.2023 (9:30 a.m. onwards) which will be held in the Computer Training Room, C-Block, Vikas Sadan.

4. This is issued with the approval of the Competent Authority.


(Parmod Kumar)
Dy. Director (PB)-III

Copy to: -

1. All HoDs, DDA
2. O.S.D. to V.C., DDA
3. P.S. to EM/FM/Member (Admin & LM), DDA
4. PS to Pr. Commr.(P)/Commr. Cum Secy./All Commissioners/CLA/CVO, DDA
5. Secretaries, Sports Complexes
6. All Branch Officers of the Authority with the request to bring this circular to the notice of the employees working under them.
7. Dy. Director (Systems) to upload the same on DDA Website.
8. Dy. Director, Vig.-I/Reservation Cell.
9. SC/ST Association/Organization.
10. Notice Boards, Vikas Sadan/Vikas Minar etc.


12/12/2023
Asstt. Director (PB)-III