SHORTHAND DICTATION AND TYPING TEST IN ENGLISH AND PUNJABI FOR RECRUITMENT TO THE POST OF STENO-TYPIST (15.01.2024 TO 23.01.2024)

EVALUATION CRITERIA

The following errors will be treated as mistakes:

1) Every omission of word or figure or punctuation marks or para (if dictated).
2) Every substitution of wrong word or figure or punctuation marks or para.
3) Every extra word or figure or punctuation mark not occurring in the dictated passage.
4) Wrong spelling and omission of a letter(s) from a word.
5) Using singular instead of plural noun and vice versa.
6) Wrong use of capital or small letters at the beginning of, or elsewhere, in a sentence (will not apply to Punjabi transcripts).
8) Where no space is provided between two words, e.g., 'Ihope'.
9) Where undesired space is provided between the words or letters of a word e.g. "I have" is typed as, 'l hxxve, I have, l haxve'.