

INSTRUCTIONS FOR DOMAIN SKILL TEST FOR THE POST OF PERSONAL ASSISTANT (Advt.No. 255/2025), ON 25.04.2026 (SATURDAY) AT NITTTR, SECTOR 26, CHANDIGARH

Reporting Time:

All the shortlisted candidates are requested to report in the Auditorium at NITTTR, Chandigarh on **25.04.2026 at 9.00am** for Documents Verification and Domain Skill test.

1. Carefully read the instructions given in order to avoid disqualification.
2. The domain skill test for the post of Personal Assistant comprises of two parts: **Part I** - Shorthand Proficiency Test and **Part II** - Typing Speed Test. Both the tests are qualifying in nature and it is mandatory for the candidate to appear and qualify both the tests.

Candidates will appear in either English or Hindi (as per option chosen by them), Shorthand Proficiency Test and Typing Speed Test. Option given shall not be allowed to change.

3. **Shorthand Proficiency Test** will be held in **Two Batches** as detailed below:

Batch	Time	Candidates (all specified categories of Personal Assistant post)
First Batch (English)	11.30am – 1.00pm	14
Second Batch (Hindi)	12.00 noon – 1.30pm	1

4. **Typing Speed Test** will be held in **Two Batches** as detailed below:

Batch	Time	Candidates (all specified categories of Personal Assistant post)
First Batch (English)	2.00pm – 3.00pm	14
Second Batch (Hindi)	2.30pm – 3.30pm	1

5. Candidate must bring the copy of e-Admit Card downloaded at the time of Written Test held on 19.01.2026 (Monday) and he/she must carry one Govt. approved Photo Identity Proof (in original) during the Domain skill Test.
6. Candidates will be provided with Shorthand note book, pencil/pen and a computer system (computer, monitor, keyboard and mouse).
7. Candidate shall put his/her Name, Roll Number, Date of Test and Signature on shorthand note book.
8. Candidate shall put his/her signature on the Attendance Sheet for Document Verification and Domain skill Test separately. He/she will hand over the e-Admit Card to the invigilator

during the Domain skill Test. Biometrics of candidates will be recorded and shall be compared with already recorded during written test.

9. Candidates shall test the computer system (computer, keyboard and mouse) for its use before transcription of the para and give an undertaking that he/she is satisfied with the computer system.
10. Pin-drop silence is required at the time of giving dictation to the candidates.
11. Before the transcription, the invigilator will announce 'START', only then the candidates will start transcribing the dictated paragraph on the computer. After the prescribed transcription time is over, the invigilator will announce 'STOP'. He/she will immediately save the document and a print out of the typed/transcribed paper will be taken by the candidate. No more time will be allowed for typing after announcement of the word, 'STOP'. He/she will hand over the printout and shorthand note book to the invigilator.
12. Maximum 8% errors/mistakes only are allowed for qualifying.

Part-I : SHORTHAND PROFICIENCY TEST

• English Test

- Trial Paragraph (Dictation) : 2 Minutes
- Dictation @ 100 wpm for 1000 words : 10 Minutes
- Break before typing : 8 Minutes
- Transcription Time : 40 Minutes (Font: Times New Roman, Font Size: 12)
- Stop (save as file name: Roll Number) : 2 Minutes

• Hindi Test

- Trial Paragraph (Dictation) : 2 Minutes
- Dictation @ 100 wpm for 1000 words : 10 Minutes
- Break before typing : 8 Minutes
- Transcription Time : 55 Minutes (Font: Mangal; Font size: 12)
- Stop (save as file name: Roll Number) : 2 Minutes

13. Printout of the typed material will have to be taken by the candidate.
14. Printouts of the typed material and shorthand note book signed by the candidate/invigilator will be collected by the invigilator before allowing the candidates to leave the test venue.
15. It will be the responsibility of the candidate to save, print and sign the typed material and hand over the same to the invigilator before leaving the test venue.

Part-II : TYPING SPEED TEST

16. The Hindi and English typing test will be conducted on the computer using typing software. The English typing test will be evaluated by the software and result will be displayed instantly, including all the typing errors.
17. Candidates opting for **English medium** should have minimum typing speed of 40 w.p.m. Candidates who have opted for **Hindi medium** should have minimum typing speed of 30 w.p.m

18. The Candidates are supposed to type the text exactly as provided in the given chunks of text.

• **English Test**

- Mock Typing Test : 2 Minutes
- Break time : 10 Minutes
- Actual Typing Test : 10 Minutes

• **Hindi Test**

- Mock Typing Test : 2 Minutes
- Break time : 10 Minutes
- Actual Typing Test : 10 Minutes

19. After the candidate logs into the system, mock typing test has to be started and completed in 2 minutes wherein candidate will check keyboard and key operation. There will be break time of 10 minutes after the mock test. If any candidates' system keys are not working, it has to be immediately reported to the invigilator during the break and get it rectified. The actual typing test will begin after the break time. The break time can be extended beyond the prescribed duration till all issues of computer system are resolved.

20. Typing Test keyboard layout of English will be available in English (US) only and font will be **Times New Roman** with **font size of 12**.

21. For Hindi Typing Test, font will be **Mangal** with **font size of 12** and **Inscript** keyboard layout.

22. Do not use any special key or any other key at the time of the test, which shall not be necessary for the typing of words given in the displayed text. Do not type any special character / symbol except those mentioned in the displayed text.

23. Type word / words mentioned in the displayed text without any errors. When typing a word, use Backspace key and arrow keys to fix that word within typed text.

24. Be patient during test and keep calm. You can contact the invigilator for any problem, such as:-

- i. Key-board error
- ii. Computer System automatic shutdown
- iii. Power interruption
- iv. Browser crash
- v. Artificially expiring session

25. Your candidature can be revoked if you disturb the peace or in some way disrupt the examination or adopt wrong methods / using restricted electronic gadgets such as Bluetooth device, mobile phone, electronic watch, camera, etc. for which legal action may be taken.

26. Clock has been installed on the server to indicate the remaining time for the test expiry in the countdown timer of the candidate's computer screen.

27. Typing test will be submitted automatically as per the given time.

28. No internet access will be provided to the candidate during the test. Any candidate found using internet will be disqualified by the Competent Authority.


27/3/26
Dean (Administration & Finance)

EVALUATION OF TRANSCRIPTS OF SHORTHAND PROFICIENCY TEST

1. **Full Mistakes:** The following mistakes are treated as full mistakes:
 - a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
 - b) 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 word(s)/figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
 - c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.
 - d) English full stop "." (except when used with abbreviations), Question mark "?" will be considered as separate words and any mistake in them will be treated as full mistake.
 - e) Abbreviations except titles must be typed as their full form. Thus the words like *Government, Private, Limited* and *Company* should be typed in full form and not as *Govt., Pvt., Ltd.* and *Co.* respectively, otherwise they will be treated as full mistake. The only exception are the commonly used titles, which can be transcribed as abbreviation or their full form. For example, the dictation words Doctor, Sardar, Professor can be typed as full form or their short forms when used in title. Similarly both *Doctor* and *Dr.* will be treated correctly when used as title. So transcribing *Dr. Garg* as either *Dr. Garg* or *Doctor Garg* will be treated as correct. Abbreviation in English has to be followed by dot("."), else it will be considered as full mistake.

2. **Half Mistakes:** The following are treated as half mistakes:
 - a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
 - b) Using singular or plural noun and vice versa.
 - c) Use of small letter at the beginning of the sentence.
 - d) Case Errors: Wrong use of capital or small letters
 - e) Spacing errors: Where no space is provided between two correctly typed words (e.g., PanjabUniversity) or a correctly typed word is split into two words due to space (e.g., Uni versity).

Note:

- a) 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.
- b) On language perspective, if same word is wrongly typed with same spelling at more than one place by the candidate then it is treated as one mistake.
- c) Compound words with hyphen will be treated as one word. If the candidate transcribes the compound words like check-in or nitty-gritty as check in or nitty gritty respectively, then it will be considered as full word mistake.

- d) Every paragraph will be accompanied by a list of words which can be spelt/written in more than one form. All the spellings/forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon' ble, Hon., honourable and hon. - all these forms will be treated as correct.
- e) Candidates will only use shorthand for noting the dictation on the dictation sheet, the usage of longhand is prohibited.
- f) Candidates are not penalized for any type of errors or mistakes other than those described above.
- g) Mistake percentage calculation will be as follows:
- $$\text{Mistakes percentage} = \frac{100 * (\text{full mistakes} + \text{half mistakes} * 0.5)}{\text{Number of words in the master paragraph}}$$
- h) The above guidelines will be valid for both English and Hindi Test.

INSTRUCTIONS FOR EVALUATION OF TYPING SPEED TEST

1. The Candidates are supposed to type the text exactly as provided in the given chunks of text.
2. Maximum 8% mistakes would be permissible to pass the test, meaning thereby that at least 92% accuracy is required in addition to the typing speed.
3. Proper care has to be taken for spaces while typing punctuation marks. Wrong spacing of punctuation marks will be treated as space error.
4. Some of the keys of the keyboard, which are not relevant to the typing test software, would remain non-functional during the typing test.
5. The typing software records all key combinations pressed by the candidate during typing test. Candidate is strongly advised not to press any illegal combinations such as Microsoft Windows Key combinations like Windows + L, Ctrl + Alt + Del, etc. In such cases candidate will be responsible for the loss of time or any other inconvenience caused. No extra time or chance will be given in such case.
6. Definition of a "word" has been standardized to five characters, including spaces and punctuation.
7. The passage given for typing will be displayed on the screen in chunks of 3 lines of text, and the candidate has to type the matter exactly. Extra words (not found in the text) and characters typed by the candidate will be considered as mistakes. Omission of any punctuation mark will also be treated as a mistake.
8. Each chunk of text will contain approximately 42-44 words and after typing 80% of text in current chunk, candidate can use the Enter key or down arrow key to move to next chunk of text. There is penalty for skipping the words, so candidate should take care that all the words given in the chunk are typed. For editing the text, Up arrow key can be used to move to previous line while PgUp and PgDn keys can be used to move to previous or next chunks of text.
9. Spaces, numbers, letters, punctuation and enter key are all counted as characters for calculating gross speed, but extra spaces, extra enter keys and any function keys such as Shift, Alt or Backspace will not be counted.

10. Calculation of Errors/Mistakes

(i) Full mistakes:

- For every omission of a word/figure.
- For every substitution of a wrong word/figure.
- For every addition of a word/figure not found in the passage.
- For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seeplings; seplling; spelling; seepling etc.
- For repetition of word/figure, eg. 'I shall shall be grateful.....'
- Incomplete words (half typed words) will be treated as mistake.
- Punctuation Errors: Where the punctuation mark is omitted or added or substituted by another.
- Paragraphic Errors: One mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e., paragraph given manual spaces; without pressing the Tab Key, will be treated as a mistake.
- The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper. Mistake will be treated if a candidate types differently or in other language.
- The repetition of one or more lines will be considered as one mistake.
- Any corrections made by pen or pencil will be treated as a mistake.

(ii) Half mistakes:

- 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 word e.g. 'I h ave' (space left between a word).
- Wrong Capitalisation: Wrong typing of a capital letter for small letter or vice-versa.
- Transposition Errors: Where words are transposed, e.g. the words "I hope' typed as 'hope I'.

11. Typing speed and accuracy percentage are calculated as follows:

- Gross characters = total number of characters typed
- Error characters = number of mistakes x word length (i.e. 5)
- Net characters = Gross characters - Error characters
- Gross speed (in words per minute) = $\text{Gross characters} / (\text{word length} \times \text{test duration in minutes})$
- Net speed (in words per minute) = $\text{Net characters} / (\text{word length} \times \text{test duration in minutes})$
- Accuracy Percentage = $(100 \times \text{Net characters}) / \text{Gross characters}$.
- **Note:-** Gross speed / Net Speed is always in integer, the decimal part is truncated. So for example, if the Gross characters typed in 10 minutes are 298, then the Gross Speed = 29 and not 29.8

12. For incorrect words, the extra characters typed, which are more than the length of the reference word, are ignored for determining the gross speed.

13. For extra words typed, irrespective of the characters typed in the word, the characters to be considered for gross speed are 5.