

**INSTRUCTIONS FOR DOMAIN SKILL TEST FOR THE POST OF  
STENOGRAPHER GRADE II (Advt.No. 257/2025), 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 8.30am** for Documents Verification and Domain Skill test.

**Candidates may appear in either English or Hindi Shorthand and Typing Test as per option chosen by them.** Option once given shall not be allowed to change.

Domain Skill Test (Shorthand and Typing Test) will be held in **Three Batches** as detailed below:

<b>Batch</b>	<b>Time</b>	<b>Candidates</b> (all specified categories of Stenographer Grade II post)
First Batch (English)	10.00am – 11.30am	16
Second Batch (Hindi)	10.30am – 12.30pm	5
Third Batch (English)	11.30am – 1.00pm	7

**General Instructions**

1. Candidate must bring the copy of e-Admit Card downloaded at the time of Written Test held on 18.01.2026 (Sunday) and he/she must carry one Govt. approved Photo Identity Proof (in original) during the Domain Skill Test.
2. Candidates will be provided with Shorthand note book, pencil/pen and a computer system (computer, monitor, keyboard and mouse).
3. Candidate shall put his/her Name, Roll Number, Date of Test and Signature on shorthand note book.
4. 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.
5. 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.
6. Pin-drop silence is required at the time of giving dictation to the candidates.
7. 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.

8. Maximum 8% errors/mistakes only are allowed for qualifying.

9. **English Test**

- Trial Paragraph (Dictation) : 2 Minutes
- Dictation @ 80 wpm for 800 words : 10 Minutes
- Break before typing : 8 Minutes
- Transcription Time : 50 Minutes (Font: Times New Roman, Font Size: 12)
- Stop (save as file name: Roll Number) : 2 Minutes

10. **Hindi Test**

- Trial Paragraph (Dictation) : 2 Minutes
- Dictation @ 80 wpm for 800 words : 10 Minutes
- Break before typing : 8 Minutes
- Transcription Time : 65 Minutes (Font: Mangal; Font size: 12)
- Stop (save as file name: Roll Number) : 2 Minutes

11. Printout of the typed material will have to be taken by the candidate.

12. 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.

13. 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.

**EVALUATION OF TRANSCRIPTS OF SHORTHAND 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 words(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 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 candidates 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 will not be 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 Domain Skill Test.

  
27/3/26  
Dean (Administration & Finance)

