Recruitment of Stenographers and Personal Assistants in Civil Court and Family Courts, 2016

Marking Scheme

Full Mistakes:

i. Omission / addition of any word/figure.

ii. Substitution of any word/figure in place of dictated word/figure.

The above mistakes are counted as full mistakes and marked by **red ink**.

Half Mistakes:

i. Spelling Mistake.

ii. Non use / wrong use of Full Stop or Question Mark.

iii. Use of singular instead of plural and vice-versa.

The above mistakes are counted as half mistakes and marked by **blue ink**.

Total Mistakes = Full Mistakes + (Half Mistakes ÷ 2)

- Maximum Marks are 50.
- One mark is deducted for one mistake. Hence, if the total mistakes reach 50, the marks will be zero.
- In case of use of longhand in place of shorthand, the marks awarded will be Nil.
- In case of incomplete transcription (more than 50 words left), the marks will be zero.
- Marks Awarded = Maximum Marks – Total Mistakes.

Speed / Accuracy Calculation:

- Upto 7% mistakes (i.e. 28 words) in Hindi Shorthand transcription are relaxed.
- Only those candidates, who will come within this limit of 7%, will be treated as qualified. However, marks will be awarded on the basis of actual mistakes committed.
- Total Mistakes Committed for the purpose of speed calculation = Actual Mistakes – Relaxation
- Speed (wpm) :

(Total Words – Total Mistakes Committed) ÷ Time of Dictation