

संवाह/ No.Y/P.535/Steno/Pilot

Sr.DSO/MYS, Sr.DME/MYS  
 PPS to DRM

Sub: Selection for the post of Stenographer Grade--I in Level-06 of Pay Matrix in MYS Division  
 Ref: RBE No.141/2015

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It is proposed to fill up 01 vacancy of Stenographer Grade-I in Level-06. The breakup of Stenographer Grade-I vacancy notified for filling up is UR:01 SC: NIL & ST: NIL.

Undermentioned employees who are coming up for promotion as Sr.Stenographer Grade-I as per seniority may please be alerted to be in readiness to attend the selection at short notice. The exact date, time and venue of the selection will be notified in due course.

Sl No	Name of the employees (S/Shri/Smt)	Designation & Station
1	S DEEPA	Jr.Steno, Sr.DSO/O/MYS
2	B DAYANANDA (SC)	Jr.Steno, DRM/O/MYS
3	VIDYASHREE G (SC)	Jr.Steno, Sr.DME/O/MYS

The above mentioned employees may please be intimated about the scheme of selection which is as under :

1. In terms of RBE No.141/2015, the post of Stenographer Grade-I is a selection post. As per this, Stenographer who are appearing for selection for promotion to the post of Stenographer Grade-I have to pass the Stenography Test in shorthand at the speed of 100 words per minute in 40 minutes.

The selection test for the post of Stenographer Grade-I is as under.

Speed	Duration	Transcription time
100 words per minute	10 Minutes	40 Minutes

The following instructions in regard to the valuation of the Transcribed note may also be brought to the notice of the above employees.

- A. The Stenography Skill Test will be conducted on Computer. The Stenography Skill in English language will be tested.



B. The nature of mistakes that are taken into account while evaluating the transcribed notes are as under:

- 1) **Full mistakes** for which one mark is deducted.
  - a) Every omission of a word or figure including omission of a definite or indefinite article, in case if 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.
  - c) Every addition of a word or figure or a group of a words or figures not occurring in the passage.
- 2) **Half mistakes** for which half mark will be deducted.
  - a) Mis-spelling, including transcription of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names will be ignored.
  - b) Using singular for plural noun and vice versa.
  - c) Wrong use of capital or small letters of the beginning of the sentence.

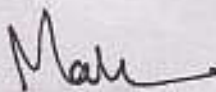
**Note:**

1. All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
2. Incumbents will not be penalised for any type of errors or mistakes other than those described above.
3. Computer and Shorthand Notebook for the test will be provided by the Administration and incumbents will not be allowed to bring their own keyboard.
4. Editing Tools and Spell check facility will not be available to the incumbents.

Maximum number of mistakes (both Full/Major or Half/Minor added together) permitted are limited to 10% of the Total Words dictated. Candidates coming more than 10% mistakes will be treated as failed.

In case, any employee(s) is/are on sick/leave/working elsewhere/deputation/training etc, he/she should be advised immediately at the present official/personal known address under acknowledgement without fail. The responsibility of sending such intimation and obtaining acknowledgement rests with the respective Controlling Officers.

Please acknowledge the receipt of the above letter.

  
(S.MANI KUMAR)  
APO-I/MYS  
for Sr.DPO/MYS

Copy to: Ch.OS/Safety Branch, Ch.OS/Mechanical Dept, OS/General Branch/MYS  
OS/Confidential Sec, Individual Employees through Supervisory  
Ch.OS/IPAS:- for placing the same on the facebook  
DS/SWRMU/MYS, DS.AISC/STREA/MYS, Notice Board