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कार्मिक विभाग	FOOD CORPORATION OF INDIA ISO 9001:2008 Certified १०ए, मिडिल्टन रो, कलकत्ता-७०० ०७१ 10A, MIDDLETON ROW, KOLKATA - 700 071.	Personnel Division

SKILL TEST FOR CATEGORY III POSTS
[TYPIST (HINDI) AND STENO GRADE-II (ENGLISH)]
 (With reference to advertisement no. 01/2019-FCI Category III)

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the **Skill Test** (*which will be of qualifying in nature*) and important instructions about related matters. You are advised to study the handout carefully as it will help in undertaking the Skill Test.

The Skill Test for the **Steno Grade-II** will be conducted on **24th and 25th August, 2019** and for **Typist (Hindi)**, it will be conducted on **31st August, 2019**.

You have to report to the examination centre i.e. **Hindi Teaching Scheme, Rajbhasha Vibhag, Ministry of Home Affairs, 18th Floor, Nizam Palace, 234/4, Acharya Jagadish Chandra Bose Road, Kolkata-700020 (West Bengal)** half an hour before the Reporting Time as mentioned in the Call Letter.

The candidates appearing for the post of Typist (Hindi) will undergo a Skill-Test in typing in Hindi which will be of qualifying nature.

The candidates appearing for the post of Steno Grade-II will undergo a Skill-Test in typing and shorthand which will be of qualifying nature. The language of Skill Test i.e (Typing, Short Hand) will be in English.

The admissible error limits for Skill Test of Steno Grade-II and Typing Test of Typist (Hindi) is 7% for SC/ST/OBC/PwBD and 5% for rest of categories.

GENERAL INSTRUCTIONS:

- Please note date, time and venue address of the examination as given in the call letter.
- You may visit the venue one day before the Online Examination to confirm the location so that you are able to report on time (as printed on the call letter) on the day of the examination. Late comers will not be allowed.
- Please bring call letter with your photograph affixed thereon (Preferably the same photograph as was as uploaded), currently valid photo identity proof in original and a photocopy of the same ID proof which you bring in original – **THIS IS ESSENTIAL**. Hand over call letter along with photocopy of photo identity proof duly stapled together to the invigilator.
- You must scrupulously follow the instructions of the Test Administrator and the FCI Representative at the examination venue. On violation of the instructions candidate will be disqualified and will be asked to leave the examination venue. Silence must be observed in the Examination room and the candidates must abide by the instructions, if any, given to them by the Invigilator/ Supervisor.
- You have to bring with you a blue or black ball-point pen. A sheet of paper will be provided which can be used for writing one paragraph. The same must be handed

over to the invigilator after the conclusion of the test. Candidates appearing for the post of Steno Grade II are also directed to bring their own shorthand pencil, eraser and sharpener.

- vi. The examination will be held in more than one sessions, as such the passage across various sessions will be equated to adjust for slight differences in difficulty level of different test passages used across sessions.
- vii. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorised possession of test content is likely to be prosecuted.
- viii. If the computer goes out of order during the typing test, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator. Alternative arrangements will be made for those candidates.
- ix. Candidates shall not be permitted to leave the Examination Hall until the test is over.
- x. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase anything on the test sheets after the expiry of the allotted time.
- xi. Any request for change in time/ date/ centre/ medium of the test will be entertained under any circumstances.
- xii. Possession of mobile/ smart-watch/ any gadget (whether switched on or off/ not working) in the examination hall is strictly prohibited. Failure to do so shall invite disciplinary action as deem fit, including cancellation of candidature. Further, candidates are advised in their own interest not to bring these gadgets to the examination venue as there will be no facility for safe-keeping.

PROCEDURE FOR TYPING TEST FOR TYPIST (HINDI)

1. The typing test will be conducted on computer on **MS-Word**.
2. For Hindi typing, the candidates should have knowledge of the following key-board layout (UNICODE enabled). **Phonetic not allowed:**
 - a) Inscript
 - b) Remington (GAIL)
3. Each candidate will be given a passage in Hindi language consisting of about 300 words and he/she has to type the passage in **10 minutes**. The desired/ qualifying speed for qualifying the Skill Test is **30 W.P.M speed in Hindi Typing**.
4. To acquaint the candidates, the actual test will be preceded by two trail sessions; each will be of 1 minute duration.
5. If any candidate completes the given passage before the time limit of 10 minutes then the candidate may again type the same passage from the beginning. His speed in w.p.m. will be determined on the basis of words correctly typed in the prescribed time limit i.e. 10 minutes.
6. Immediately after the typing test is over, the candidate has to write a paragraph of 30-40 words from the given content/ passage, typed by him on a separate sheet. The candidate will write his/her Name, Roll No. and put his/ her signature on the print-out of the typed content and separate sheet. The candidate will hand over the same along with the supplied content to the invigilator. **Only the typed content will be evaluated.** Any correction made by pen/ pencil will be ignored summarily and no credit of score will be given to such correction. Further, it is also clarified that candidates will not be allowed to bring their own keyboard.
7. PwBD candidates eligible for availing the facility of scribe will be allowed additional compensatory time of 5 minutes in terms of FCI Circular No. EP-01-2018-27 dated 25.10.2018 and EP-01-2019-11 dated 19.03.2019.

8. Evaluation Procedure (Nature of Mistakes):

A. Full Mistakes: The following errors will be treated as full mistakes:

- For every omission of word/ figure.
- For every substitution of a wrong word/ figure.
- For every addition of a word/ figure not found in the passage जैसे 'पाठशाला' के स्थान पर 'पाशाला' या 'सरकारी' के स्थान पर 'सकाररी' आदि।
- वाक्य विन्यास में अशुद्धि होने पर, जैसे 'मुझे जाना है' के स्थान पर 'मुझे है जाना' को भी एक अशुद्धि माना जाएगा।
- प्रश्न पत्र में कोई शब्द अशुद्ध छपा हुआ हो तो उसे यथावत अथवा शुद्ध करके टाइप करने पर कोई अशुद्धि नहीं मनी जाएगी।

B. Half Mistakes: The following errors will be treated as half mistakes:

- i. **Spacing Errors:** where no space is provided between two words, e.g. '*Ihope*' or undesired space is provided between two words or letters of a word e.g. *hope I have*, '*I hxxave*'.
- ii. For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/ letters, जैसे-
'में' के स्थान पर 'मैं'
'कि' के स्थान पर 'की'
'और' के स्थान पर 'ओर'

या इसी प्रकार की अन्य अशुद्धि के लिए एक बार आधी अशुद्धि;

9. प्रश्न पत्र में कुल स्ट्रोकस 1500 से कम नहीं होंगे और स्ट्रोकस की गणना नियमानुसार की जाएगी।

10. एक ही शब्द बार-बार अशुद्ध होने पर, केवल एक बार एक अशुद्धि मनी जाएगी।

PROCEDURE FOR SKILL TEST FOR STENO GRADE-II (ENGLISH)

1. The typing test will be conducted on computer on **MS-Word**.
2. The qualifying speed is 40 w.p.m. in typing and 80 w.p.m. in shorthand. Candidates will given dictation @80 w.p.m. (approx) i.e. 800 words dictation in 10 minutes time.
3. To acquaint the candidates, the actual test will be preceded by two trail dictation; each will be of 1 minute duration.
4. The test duration for dictation will be of 10 minutes. After dictation, 10 minutes will be given to the candidates for reading and correction before start of transcription time. The transcription time will be 50 minutes. The commencement of actual transcription will be done on the computer and the candidate has to complete the transcription within 50 minutes.
5. The time for the commencement of the transcription will be announced by the Invigilator.
6. Immediately after the stenography test is over, the candidates will have to write in his/ her own handwriting, one paragraph of about 50-60 words from the shorthand passage given to him/ her on a separate sheet and will have to write his/ her Name and Roll no. and affix his/ her signature at the end and handover the same to the invigilator.
7. Thereafter, a typing test will be conducted and the candidates will be given a passage which is to be typed on a computer on MS-Word. The typed content will be separately evaluated.

8. Similarly, when the print-out of the transcript typed by him/ her is given to him/ her, the candidate must write his Name and Roll no. on each page, sign and handover the same to the invigilator along with the Shorthand Note Book.
9. The candidate needs to qualify both the types of Skill Test (i.e. Typing and Shorthand). Accordingly, as per the requirement of the post, two separate tests will be conducted and separately evaluated.
10. Computer and Shorthand notebook for the test will be provided by FCI and the candidates have to hand over the used Shorthand Notebook to the invigilator after completion of the Skill test. Further, it is also clarified that candidates will not be allowed to bring their own keyboard.
11. Evaluation Procedure (Nature of Mistakes):

A. Full Mistakes: The following errors will be treated as full mistakes:

- For every omission of a word/ figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- For every substitution of a wrong word/ figure, the number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word (s)/ figures (s).
- For every addition of a word/ figure or a group of words or figures not occurring in the passage.

B. Half Mistakes: The following errors will be treated as half mistakes:

- Misspelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, misspelling of proper nouns and unfamiliar names will be ignored.
- Using singular for plural noun and vice-versa.
- Wrong use of capital or small letters at the beginning of the sentence.

C. Note

- i. More than one error in a single word: All the errors will be counted but the total mistakes counted in a single word should not exceed one full mistake.
- ii. Candidates will not be penalised for any type of errors mistakes other than those described above.