

## Details of Practical Test

### **A) Components of Practical Test for 50 marks both Junior Assistant and Stenographer (Grade-III) are as under:**

<b>a)</b>	<b>Components</b>	<b>Marks</b>	<b>Duration of Time</b>
i)	Computer Based spelling test	- 20 marks	10 minutes
ii)	Computer Based Typing test	- 20 marks	10 minutes
iii)	Computer Based MCQ test	- 10 marks	10 minutes
		<hr style="width: 50%; margin: auto;"/> 50 marks	

#### **Computer Based Spelling Test:**

Candidates will have to correct the spelling from a given paragraph. There will be 40 incorrect words in the paragraph. Half (0.5) mark will be awarded for correcting a word.

#### **Computer Based Typing Test for Junior Assistant:**

Candidate will have to type a given paragraph containing 200 words. one tenth (0.1) mark for every correct word will be awarded.

#### **Computer Based MCQ (Multiple Choice Questions related to Computer knowledge) Test:**

There will be 20 questions for MCQ test. Half (0.5) marks will be awarded for each correct answer. There will be no negative marking.

### **B) Additional component of Practical Test of 50 marks for Stenographer Grade-III**

Sl. No	Description	Duration
	Stenography Test	
1	Speed Test in shorthand at a speed of 80 words per minute (Duration 5 minutes) (400 words) (Dictation)	
2	Time to be given to the candidates for testing the computer	3 Minutes
3	Time for transcription for the dictated portion in computer	20 Minutes

#### **Marks for Dictation and its transcription:**

Candidate will have to transcribe the dictated paragraph of 400 words on computer. 0.125 mark for every correct transcribed word will be awarded.