



F.No.:- A-36(11)/2012/Exam.-

Dated : 20.08.2014.

EXAMINATION BRANCH


Subject : Parameters for evaluation of transcripts of Stenography Test for Advance Increment Test for Stenographers @ 100 w.p.m. and 120 w.p.m.

ESIC through its Regional Offices conducts a Stenography Test for grant of Advance Increment to Stenographers at Shorthand Speeds @ 100 w.p.m. and 120 w.p.m. on yearly basis. In this connection parameters for evaluation of transcripts of Stenography Test for Advance Increment Test for Stenographers @ 100 w.p.m. and 120 w.p.m. for the upcoming test scheduled for 27th August, 2014 as well as for all future Tests, are now placed on ESIC Hqrs. web-site www.esic.nic.in for the information of all concerned, as under :-

"EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS-NATURE OF MISTAKES."

- I. FULL MISTAKES :** The following mistakes are treated as full mistakes :-
- Every omission of a word or 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.
 - 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 word(s)/figure(s).
 - Every addition of a word or figure or a group of words or figures not occurring in the passage.
- II. HALF MISTAKES :** The following are treated as Half mistakes :-
- Mis-spelling, including transposition 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 are ignored.
 - Using singular for plural noun and vice versa.
 - Wrong use of capital or small letters at the beginning of the sentence.
- III. NOTE**
- 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.
 - CANDIDATES ARE NOT TO BE PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE."

This issues with the approval of the Insurance Commissioner (Rectt.).


(G.S. GIRI)
Jt. Director (Rectt.).