

RAILWAY RECRUITMENT BOARD MUMBAI.

INSTRUCTIONS DATED 06.04.2018 REGARDING SKILL TEST FOR THE POST OF STENOGRAPHER (HINDI) CATEGORY NO.1 & STENOGRAPHER (ENGLISH) CATEGORY NO.2 AGAINST CEN NO. 03/2014.

1. Candidates should report at the center of the examination well in advance of the reporting time as indicated in the Admit Cards to complete activities such as verification of the candidate, capture of biometric (LTI and photo), collection of documents, announcement of instructions and logging in etc.
2. No candidate will be allowed inside the test center after gate closing time i.e. 08:30 AM for Shift-I, 11:30 AM for Shift-II & 02:30 PM for Shift-III.
3. Candidates are advised to reach the city of their examination atleast One (1) day in advance of examination date and must visit their test center to familiarize with expected time of travel to the test center and any unusual traffic conditions to avoid inconvenience.
4. Admit Cards for Stenography Test (Skill Test) have to be submitted at the test center for verification. Candidates must bring atleast one original and valid photo identification card (i.e. not photocopied or scanned or expired) such as College ID, Employee ID, Driving License, Passport, PAN Card, Voter ID, Aadhaar, e-Aadhaar failing which he/she will not be permitted to appear in the skill test.
5. Candidates must bring one passport size colour photograph with clear front view of the candidate without cap and sunglasses.
6. Electronic gadgets such as laptops, mobile phones, pager, electronic watches, bluetooth enabled devices, calculators etc. are **NOT ALLOWED** inside the premises of test center. There is no facility for safe-keeping of your personal belongings outside the examination hall and RRBs is not responsible for its loss. Candidates are advised to not bring any such items in the test center. Only Stenography Test (Skill Test) Admit Card, Photo ID cards in original, Pen & Pencils and One (1) passport size colour photograph will be allowed inside the hall.
7. Indulging in any malpractice/using unfair means in the examination/arranging impersonator will disqualify the candidate and he/she will be debarred from all future RRB Examinations & appointment in Railways.
8. Candidates will make their own travel and stay arrangements for attending the test (Free travelling authority is given to SC/ST candidates only).
9. The Admit Cards are provisional and subject to the condition that the candidate fulfills all the eligibility conditions like academic qualification, community, PWD status etc. as mentioned in his/her applications which are subject to verification in the consecutive stages of the selection process.

10. The candidates will follow the instructions printed on the Admit Cards, Special Instructions annexed with Admit Cards and instructions given by the Invigilators/Dictators/Exam conducting officials in the test center.
11. The candidates are not permitted to change their shift of the Stenography Test (Skill Test) and any such request received from them will not be considered under any circumstances.
12. The candidates are not permitted to revise their options of manual typewriters and computers for conduct of skill test at the test center.
13. Mere issue of Admit Cards does not confer any right upon the candidates to be eligible for the post. The candidature is purely provisional and is liable to be cancelled at any stage of recruitment or thereafter, in case any inconsistency is noticed.
14. RRB reserves the right to order re-examination of Stenography Test (Skill Test) for any or all the candidates.
15. Decision of the RRB in all the matters will be final and binding on the candidates.
16. The Stenography Test (Skill Test) is compulsory in nature and those qualifying in the skill test either on Manual Typewriter or on Computer without editing and spell check facility will be further considered as per the merit in the final list.
17. Transcription of the dictated passage will be conducted both on Computers as well as on Manual Typewriters. Candidates opted for Manual typewriter have to bring their own Manual Typewriter. RRB Mumbai will not be responsible for any technical snag occurring in the Manual machine during the skill test. RRB Mumbai will provide computers to the candidates who have opted for transcription of the passage on Computer and also to those candidates who had not exercised their option thereby earmarked for conducting skill test on computer. Candidates are not allowed to bring their own keyboards.
18. The candidates are not allowed to leave the test lab/test room until they are asked to do so by the exam conducting officials after completion of the test.
19. RRB Mumbai will provide shorthand note books to the candidates in the test center.
20. The candidates will be provided a paragraph writing sheet before conduct of the skill test during registration process for filling their Roll Number, Name, Name of the Post, CEN No., Thumb Impressing and Paragraph etc. will paste one passport size colour photograph on the same at the specified place.

21. The candidates will be directed towards Dictation Room by the Invigilator after completion of the registration process.

**SPECIAL INSTRUCTIONS TO THE CANDIDATES APPEARING
IN THE STENOGRAPHY TEST (SKILL TEST) FOR THE POST OF
JR. STENOGRAPHER/STENOGRAPHER (HINDI) & JR.
STENOGRAPHER (ENGLISH) OF CEN-03/2014**

1. The candidates will listen carefully and follow the instructions given by the Dictators in the Dictation Rooms.
2. The candidates will be provided shorthand dictation note books for taking dictations wherein they will write their Roll Number, Name, Date of Exam, CEN No. and sign on the specified place.
3. One Time Keeper and One Text Checker will be accompanied with the Dictator in the Dictation Room.
4. The Dictator will introduce himself with his team and thereafter dictate Two (2) trial passages before dictation of the final passage so as the candidates become familiar with him.
5. The duration of dictation will be 10 Minutes for 800 words at the speed of 80 Words Per Minute.
6. For **Stenography Test (Skill Test) (Hindi)** transcription time of Seventy Five (75) Minutes will be given and for **Stenography Test (Skill Test) (English)** transcription time of Sixty Five (65) Minutes will be given to the candidates both on Manual Typewriters and Desktop Computers for transcribing the dictated passage.
7. The candidates will be directed towards Computer Lab/Manual Typing Room by the Invigilator after completion of the Dictation.
8. It is the responsibility of the candidate to ensure that his/her thumb impressions on the attendance sheet (Left and Right) is clear and complete. Smudged / Unclear thumb impression may lead to disqualification of such candidate.
9. Candidates must check their Admit Cards thoroughly in regard to their Name, Community, Free Travel Authority (for SC/ST candidates only) etc. and any discrepancy should be got rectified from RRB at least 02 (Two) days prior to the date of skill test.

A. Instructions to the candidates transcribing the passage on Manual Typewriter

1. It is the sole responsibility of the candidates to arrange Manual Hindi Typewriter at the test center for conduct of the skill test. Kindly note that RRB Mumbai will not provide the Typewriter machine in the test center under any circumstances.

2. RRB Mumbai will not be responsible for any technical snag or any failure occurring in the typewriter machine during the skill test. RRB Mumbai will not provide alternative arrangement. Also no additional time will be provided for such failure or technical snag.
3. The candidates will be provided four sheets of two part stationary (with carbon sheet) by RRB Mumbai. Candidates will write their Roll Number, Name etc. and sign at the top of the sheet in the specified place before proceeding to transcribe.
4. The candidates will type on only one side of the sheet in double space in specified place. The candidates will type the passage dictated by the Dictator only without any errors.
5. The candidates are required to write their roll number, name and sign at the end of each sheet of the transcript and also at the end of the shorthand note book. The Invigilator should also sign on the transcription sheets and shorthand note books.
6. The candidates will return all the four typing sheets in two parts (with carbon copy), paragraph writing sheets and shorthand note books to the Invigilator. The candidate should ensure that all the details are filled up on the relevant places on these documents and nothing has been left over before submitting the same to the Invigilator.

B. Instructions to the candidates transcribing the passage on Desktop Computer

1. The candidates should read the onscreen instructions carefully before proceeding for transcription of the dictated passage.
2. The candidates will not have the facility of “Editing Tools” for the purpose of correction as the “Editing Tools” will remain disabled. Candidate will not use any special key or any key which is not required to be typed other than the words given in the Dictation Passage. Also do not type any symbol, word which is not dictated. Candidates to note that : Copy, Paste, Insert, Pgup, Pgdn, Home, End, Esc and back space keys are disabled.
3. The candidates will have to type the dictated passage on Computer on Remington Gail keyboard layout in Hindi.
4. The candidates will have to type the dictated passage without errors. Please remember that you cannot go back on the typed words after pressing the Space Bar key.
5. Keep silence and have patience during the examination. The candidates may contact with Invigilators/Exam Conducting Officials during the examination for example:-
 - (i) Any fault/error in keyboard.
 - (ii) Switching off computers automatically.
 - (iii) Interruption of power supply.
 - (iv) Crashing of browser.
 - (v) Session timed out automatically.

6. The candidates will again be provided log-in opportunity in case any of the above technical problem arises during the examination. The candidate will require to start typing of the passage from the point where the problem arose up to the passage un typed by them. The candidates will be provided the remaining time of their transcription.
7. Timer is set on the server and the countdown time of skill test will be displaying on your computer screen at the bottom right corner.
8. The submit button will be enable after completing the typing of dictated passage. Also your typed passage will automatically be submitted after completion of the 75 minutes even if you do not click the submit button.
9. The print out of your typed passage will not be taken immediately after completion of the examination for taking signatures. The same will be made available to the candidates for downloading and printing after 4-5 days of conduct of the skill test on RRB Mumbai's website i.e www.rrbmumbai.gov.in. The candidates can download and take print out by entering their Roll Number and Password which will be their date of birth.
10. The candidates will return the paragraph writing sheets and shorthand note books to the Invigilator. The candidate should ensure that all the details are filled up on the relevant places on these documents and nothing has been left over before submitting the same to the Invigilator.
11. The keyboard layout of the Remington Gail is provided as under:-



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C. Evaluation of the transcribed scripts of the stenography skill test

1. The stenography test (skill test) is of 300 marks. The candidates are required to type the whole dictated passage in the specified time.
2. Evaluation of the typed scripts will be done based on the errors committed by the candidates in their typed passage. The calculation of the mistake will be done as per the following formula:-

Total mistakes committed by a candidate = Full Mistake + 1/2 Half Mistakes.

EXAMPLE

(i)	No. of Full Mistakes	:	21
(ii)	No. of Half Mistakes	:	17
(iii)	Total No. of Full Mistakes	:	$21+17/2$
		=	$21+8\frac{1}{2}$
		=	$29\frac{1}{2}$ Mistakes
		=	29 Mistakes (Half Mistake ignored).

3. Words not transcribed by the candidate shall be counted as full mistakes. However, where the candidate has re-typed the whole passage or a portion of the passage, the retyped portion, if any, shall not be evaluated.
4. Mistakes committed in the excess words beyond 800 words typed shall not be counted as mistake.
5. Handwritten additions/corrections/insertions in case of the Manual typewriting shall be treated as mistakes.
6. Number of mistakes committed more than 10% of the total words dictated i.e. more than 80 mistakes out of 800 words will render a candidate disqualified in the stenography skill test.