

Typewriting and Stenography Examination

1. The candidates are required to bring their own typewriting and stenography Examination.
2. For attempting practical examinations of Typewriting, Stenography and word processing the candidates be supposed plain white typing papers and not the ruled sheets or the blank answer books meant for the other theory Examinations of NIOS. Tags, Staples, Alpines, etc. Will be provided by the Examination Centre. However, the candidates will bring their own erasers, correcting fluid, 'Pen/Pencil and Short Hand Note Books for use during Typewriting and Stenography Exams, while the Stencil Papers @ one for each examinee will be procured by the Centre and provided to the candidates sitting for Senior Secondary Examination Typewriting.
3. Furniture of appropriate quality, size and design be provided to the students who take the Typewriting and Stenography Examinations at the Center.
4. For conducting the Practical Examination in Typewriting and Stenography as per date sheet local expert (serving or retired) in the field such as Instructor/Teacher/Lecturers in Typewriting! Shorthand should appointed by the centre superintendent. This will ensure that examinations are conducted under the technical supervision and in accordance with the norms and instructions given the questions paper as applicable to these areas.
5. Since the Typewriters will be brought by the candidates, the Typewriting examination can be conducted simultaneously for all the candidates together at the Center. The Examiner appointed by the centre may be paid remuneration as per rates admissible to the invigilators.
6.
 - a) The maximum marks for Typewriting and stenography practical is 70.30 marks are allotted for theory in both the subjects.
 - b) For Stenography tests, Teachers/Instructors/Lecturers who are experienced have clear pronunciation and are will versed in giving Dictation be appointed by the center Superintendent. A batch for a dictation should not exceed twenty candidates at a time in order to ensure proper listening and audition by the candidates. The examiner be paid remuneration as per rates admissible to the invigilators. The examiner will be ensuring that the tests are conducted according to the normal rules applicable to the Stenography discipline (Dictation, Reading and Transcription) and as pre instructions given in the Question paper.
 - c) It must be ensured that transcription of the shorthand dictation is done on the typewriter and Dictation is taken of the rules shorthand Note Book papers brought by the candidates or provided by the Centre Superintendent.
 - d) For all purpose Typewriting and stenography are separate subjects. Similarly typewriting (Eng.)/ stenography (Eng.) and typewriting (Hindi)/Stenography (Hindi) are separate subjects.
 - e) Question paper in stenography should be given to the examiner only.
Under no circumstances Question paper should be given to candidates.
 - f) In case stenography question paper, there will be one speed passage to be dictated in five minutes @ 80 wpm. After the dictation. 10 minutes time should be given for adjustments of typewriter and reading back the dictation. Transcription time for this job is 40 minutes. The second job is a letter of 30 marks. Transcription is 20 minutes. It is to be dictated in two minutes.
 - g) One or two trail passages of one minutes each is to be dictated before giving the final passage to make the students familiar with the pronunciation and voice of the examiner.
A gap of three minutes is to be given in between the two dictations.
 - h) At the Examination center the center superintendent / Invigilators and Examiner will keep the examinees at ease and before starting the tests would give them appropriate Instructions in regard to dictation, Typewriting and Transcription.