

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)**

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**STENOGRAPHY TEST FOR RECRUITMENT TO THE
POST OF STENOGRAPHER GR.II HELD ON 30-04-2023**

Scheme of Evaluation

Type of mistakes:

1. Omission of word in a sentence is counted as one mistake.
2. Substitution of a wrong word is counted as one mistake.
3. Addition of a word in a sentence is counted as one mistake.
4. Each wrongly spelt word is counted as one mistake.
5. If there is no space between two words then, it is counted as two mistakes.
For e.g : if 'such as' is written as 'suchas' then it is counted as two mistakes. One for wrong writing of the word 'such' and another for missing the word 'as'.
6. If there is space between letters of the same word then, it is counted as two mistakes. For eg: 'this' is written as 'th is' then it is treated as two mistakes.
7. Using singular for plural and vice versa is also counted as one mistake.
For eg: Writing 'Humans' for 'Human' is counted as one mistake.
8. Wrong use of capital or small letters is counted as one mistake.

For each mistake half mark is deducted from the total mark of 100. When the no. of mistakes is more than 200, the marks will be in negative figures.