



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित

सैक्टर 81, नॉलेज सिटी, प° ओ° मनोली, एस° ए° एस° नगर, मोहाली, पंजाब - 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Estd. By Ministry of Education, Govt of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

दिनांक: 16-12-2022

Important Notice to the shortlisted candidates for the post of Personal Assistant, Office Assistant (MS) & Office Attendant

1. The Skill Test for the post of Personal Assistant, Office Assistant (MS) and Office Attendant is scheduled on 23-12-2022.
2. Call letters/Admit Cards have sent to all the shortlisted candidates for these posts.
3. Important Instructions for English Stenography are given below.
4. Important Instructions for Typing Test are given below.
5. Undertaking format for Office Attendant Skill test is given below.
6. Videography shall be done during Skill Test.

भर्ती प्रकोष्ठ
आईआईएसईआर मोहाली

GUIDELINES/INSTRUCTIONS FOR EVALUATION OF STENOGRAPHY TEST (ENGLISH ONLY)
FOR THE POST OF PERSONAL ASSISTANT POST CODE 03

Evaluation of Transcripts of Stenography Test-Nature of Mistakes

The following errors shall be treated as full mistakes: -

- i) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- ii) 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 words (s)/figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- iii) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.
- iv) Wrong spelling in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as full mistake.
- v) Use of small letter at the beginning of the sentence.
- vi) Repetition of any mistake will be considered as one mistake e.g. if the Week is 3 times in the passage and was typed wrong will be considered as one mistake.
- vii) The passage may have words which can be spelt/written in more than one form. All the spellings/forms of words will be accepted and not counted as error e.g. the word 'Honorable' is written as Hon'ble, Hon., honorable and hon.- all these forms will be treated as correct.
- viii) Total 8% mistake allowed.
- ix) Any instructions spoken during dictation for punctuation sign/to start new para etc. not typed will be counted as mistake.

Instructions to the candidates

1. Institute shall provide the Computer and Shorthand Notebook for the Test.
2. No Candidate will be allowed to bring his own key board.
3. For Shorthand test (English only) Dictation will be given for 5 minutes @ 100 w.p.m.
4. Transcription time shall be 20 minutes (English only).
5. As soon as dictation is over, the candidate shall read their shorthand notes silently for ten minutes. The time for commencement of the transcription will be announced by the Invigilator.
6. Transcription time includes time for comparison and correction.
7. The candidate shall have to transcribe the shorthand notes in DOUBLE SPACE.
8. If the computer goes out of order during transcription, the candidate should not start shouting or disturbing other candidates, but should remain seated quietly and inform the Invigilator.
9. On completion of the test, candidates should remain seated at their seats and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
10. Silence must be observed in the Examination Hall.
11. Candidates must abide by the instructions given by the Invigilators during Exam time. If any candidate failed to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Institute may deem fit.
12. Any request for change in time/date/centre of exam/medium of test will not be entertained by the Institute under any circumstances.

**GUIDELINES/INSTRUCTIONS FOR EVALUATION OF TYPING TEST (ENGLISH/HINDI) FOR
THE POST OF OFFICE ASSISTANT (MS) POST CODE 05**

Evaluation of Typing Test-Nature of Mistakes

The following errors shall be treated as Full Mistakes: -

- I. For every omission of a word/figure.
- II. For every substitution of a wrong word/figure, except transposition of words.
- III. For every addition of a word/figure not found in the passage.
- IV. For every spelling error committed by way of repetition or addition or substitution of a letter(s)/word(s) e.g. the word 'spelling' typed as seeplings; seplling; seepling, spelling etc.
- V. For repetition of word/figure, e.g. 'I shall shall be grateful.....'
- VI. Incomplete words (half typed words will be treated as mistake).
- VII. Spacing Errors: Where no space is provided between two words, e.g. 'Ihope' or undesired space is provided between the words or letters of a word e.g. 'I have', 'I h ave' (space left between a word)
- VIII. Wrong Capitalization: Wrong typing of a capital letter for small letter or vice-versa. (No applicable for Hindi Typing Scripts)
- IX. Punctuation Errors: Where the punctuation mark is omitted or added or substituted by another.
- X. Transposition Errors: Where words are transposed, e.g. the words 'I hope I will get admission.....' typed as 'hope I I will get admission.....'

Instructions to the candidates

1. Candidates are expected to type the words/figures and numerical/years in the manner as given in the Test (both in English & Hindi). Candidates should type the given matter "as it is". If there is spelling error in the given Test, candidate has to type the mistake as it is without correcting it. Mistake shall be treated if a candidate types differently or in other language. This applies for both English & Hindi typing.
2. The candidate is required to type the Test Passage in the Medium opted by him/her e.g. if he/she opts for English Medium, he/she is required to type in English language or vice-versa. No credit will be given if a candidate types in the Medium not opted by him.
3. No Candidate will be allowed to bring his own key board.
4. Any irrelevant matter/numerical typed will be treated as mistake.
5. Any incomplete word arising due to any reason, will be treated as one full mistake.
6. Skill Test shall be for 10 minutes.
7. Silence must be observed in the Examination Hall.
8. Any request for change in time/date/centre of exam/medium of test will not be entertained by the Institute under any circumstances.
9. If the computer goes out of order during transcription, the candidate should not start shouting or disturbing other candidates, but should remain seated quietly and inform the Invigilator.

Undertaking by the Candidate appearing for the Skill Test for the post of Office Attendant

(Recruitment Advertisement Number IISER M/NF (4)/Regular/2022 dated 07-03-2022)

I _____ (candidate name) S/o W/o D/o _____ having Roll Number _____ hereby undertake that I am participating in the Skill Test for the post of Office Attendant and shall take care of Office Records/Office Infrastructure/Office Equipment of IISER Mohali while performing the task assigned under Skill Test.

I further undertake that I am medically fit and I shall take due care for my personal safety while performing the Skill Test. In the event of any untoward incident/injury happened while performing the task under Skill Test, IISER Mohali in no event shall be responsible for the same.

Signature _____

Date _____

Place _____