



# भारतीय खाद्य निगम FOOD CORPORATION OF INDIA

आंचलिक कार्यालय (पश्चिम), भा. खा. नि. नई बिल्डिंग, राजेंद्र नगर, दत्तपाडा रोड, बोरिवली (पूर्व), मुंबई-66

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## **SKILL TEST FOR STENO GRADE II POSTS – WEST ZONE**

### **INFORMATION HANDOUT**

This Handout contains details pertaining to various aspects of the Skill Test and important instructions about related matters. Candidates are advised to study the handout carefully as it will help his/her in preparing for Skill Test.

**Skill Test for Steno Grade-II will be as per the following procedure:**

#### **I) Procedure for Steno Grade-II**

Sl No.	Parameters	Requirement	Remarks
1	Test Duration	10 Minutes	Actual test to be preceded by two, 1-minute trial dictation to acquaint the candidates. After dictation 10 Minutes for reading and correction before start of transcription time.
2	Speed	1.Speed of 40 W.P.M in Typing 2.Speed of 80 W.P.M Shorthand	
3	Key board	Inscript / Remington (Unicode enabled) Phonetics not allowed	
4	Transcription Time	50 Minutes	The commencements of actual transcription to be done on PC, candidate has to complete the transcription including correction-typing etc within 50 Minutes.
5	After Transcription	a) Candidates have to write his/her own handwriting one paragraph of about 50-60 words from the shorthand passage given to him/her on a separate sheet and will have to write his/her name and Roll No. and affix his/her signature at the end and handover the same to the invigilator. b) When the print out of the transcript typed by him/her is given to him/her, he/she must write his Roll No. and name on each page, sign and handover the same to the invigilator along with the Shorthand Note Book. c) Only the Typed transcription have to be evaluated	Candidates should write his/her Name, Roll No. and Put his/ her signature and handover the same to the invigilator along with supplied content and typed content.



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### II) Evaluation procedure will be as follows:

1. FULL MISTAKES : The following mistakes are treated as full mistakes :-
  - a) 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.
  - b) 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).
  - c) Every addition of a word or figure or a group of words or figures not occurring in the passage.
2. HALF MISTAKES: The following mistakes are treated as Half mistakes :-
  - a) 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.
  - b) Using singular for plural noun and vice versa.
  - c) Wrong use of capital or small letters at the beginning of the sentence.
  - d) Admissible error limits for SC/ST/OBC/PwBD candidates.
    - i. 7% for SC/ST/OBC/PwBD categories
    - ii. 5% for rest of categories
3. NOTE
  - a) 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.
  - b) Candidates are not be penalized for any type of errors or mistakes other than those described above.

### III) Details of Skill Test for Steno Grade-II

1. Skill test for Steno Grade II consists of 5 steps as under :
  - a) 10 Minutes Typing in English with the speed of 40 W.P.M with 01 minute trial.
  - b) 10 Minutes dictation in English with the speed of 80 W.P.M with 01 minute trial.
  - c) After taking dictation 10 Minutes for reading and correction before start of transcription time.
  - d) Candidates have to transcript the same including correction in 50 Minutes.
  - e) Candidates have to write a paragraph of 50-60 words from the shorthand passage given to him/her on a separate sheet and will have to write his/her name and Roll No. and affix his/her signature at the end and handover the same to the invigilator.



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2. Skill test will be conducted in computer. Candidates will have to type in English using following keyboard layout:
  - a) Inscript
  - b) Remington (GAIL)
3. Candidates are requested to follow the instructions of the "Test Administrator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/adoption of unfair means and such a candidate would be liable for debarment from appearing for Skill Test for a period as decided by FCI.
4. Candidates may ask the test administrator about their doubts or questions only before the commencement of the skill test. No query shall be entertained after the commencement of the skill test.
5. After the expiry of total duration of the Skill Test, the candidates will not be allowed to make any correction or check their typed data.
6. After completion of Skill Test, candidates have to take the print out of the transcript typed by him/her and he/she must write his roll no. and name on each page, sign and handover the same to the invigilator along with the Shorthand Note book.

#### IV) General Instructions:

1. Please note the date, time and venue address of the Skill Test given in the call letter. Candidates can visit the venue one day before the Skill Test to confirm the location so that they may able to report on time (as printed on the call letter) on the day of Skill Test. Late comers will not be allowed.
2. Candidates will have to appear for the skill test at their own cost.
3. Candidates must scrupulously follow the instructions of the Test Administrator and the FCI Representative at the examination venue. If the candidate violates the instruction she/she will be disqualified and will be asked to leave the examination venue.
4. No use of Cell Phones or any other electronic device will be allowed during the Skill Test.
5. Candidates should bring call letter with their photograph affixed thereon, along with the valid photo identity proof in original and a photocopy of the same ID proof. The call letter along with photocopy of photo identity proof duly stapled together should be handed over to the invigilator. Currently valid photo identity proof may be PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo Identity proof issued by a Gazetted Officer on official letterhead along with photograph/ Photo Identity proof issued by a People's Representative on official letterhead along with photograph/ Valid recent Identity Card issued by a recognised College/ University/ Aadhaar Card/ E-Aadhaar Card with a photograph/ Employee ID/ Bar Council Identity card with photograph. Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof. Please note that your name as appearing on the call letter (provided by you during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this.



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6. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof, candidate will not be allowed to appear for the examination. In case of candidates who have changed their name will be allowed only if they produce Gazette notification/their marriage certificate/affidavit. Photo ID should be valid as on the day of the Skill Test.
7. Candidate responses (Typing) will be analysed with other candidates to detect patterns of similarity of right and wrong typed words. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, the candidate's candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate will not be considered for assessment. FCI may take further action against such candidates as deemed fit by it.
8. The possibility of occurrence of some problem in the administration of the Skill Test cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-Skill Test is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-skill test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
9. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorized possession of test content is likely to be prosecuted.
10. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process. If such instances go undetected during the current selection process but are detected subsequently, the candidature of such candidates shall be cancelled and further action shall be taken as deemed fit.