Reference: Advertisement No 01/2020/Rectt. Cell/Pers./DDA

DIRECT RECRUITMENT 2019:   Evaluation criteria for Skill Test for the post of Stenographer Grade 'D'

DDA had conducted Computer Based Examination (Stage-I) for the post of Stenographer Grade 'D' on 13.12.2020 at designated centres.

It is for information of all the aspiring candidates who will be shortlisted for Stenographer Grade 'D' Skill Test that the following will be the evaluation criteria of Skill Test:

Stenographer Grade 'D': upto 7% mistakes for UR and upto 10% mistakes for all reserved category candidates (i.e. OBC/ EWS/SC/ST/ PwD) will be ignored.

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes: -
   i)   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.
   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).
   iii) Every addition of a word or figure or a group of words or figures not occurring in the passage.

2. **HALF MISTAKES:** The following 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.

NOTE:
   i)   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.
   ii) CANDIDATES WILL NOT BE PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
   iii) **The Keyboard Layout of English will be available in English (US) only and font will be Times New Roman. The keyboard layout for Hindi Typing/transcription Test will be Remington Gail and font will be Mangal.**

Please stay in touch with DDA's Official website i.e. www.dda.org.in for latest update.

Sd/-
Commissioner (Pers.)

03.02.2021