



**दिल्ली विकास प्राधिकरण  
(भर्ती प्रकोष्ठ)  
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**DDA DIRECT RECRUITMENT 2025- Evaluation criteria for Skill Test for the post of Stenographer Grade 'D'.**

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](http://www.dda.org.in) for latest update.**

**Sd/-  
Dy. Director (Recruitment Cell)**