



# GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

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Ref: Rectt/NT/1-15/2024/1492

Date: Aug 10, 2024

## NOTICE

Sub: Skill Test for posts of Steno-Typist vide Advt. No. NT/1-15/2024

Reference: this office notice no. Rectt./T/1-15/2024/1480 dated Aug 07, 2024 w.r.t document verification of shortlisted applicants for various non-teaching posts vide Advt. No. NT/1-15/2024 along with list of shortlisted applicants

In continuation to above referred notice & the document verification held on Aug 10, 2024, all shortlisted & eligible applicants (*as per list attached*) for the posts of Steno-Typists are hereby intimated to appear in the Skill (stenography English) test scheduled to be held on **Aug 16, 2024, at 9:30 am**, in the University campus at Sector-51 Gurugram, along with valid Identity proof bearing clear photograph.

3. *An applicant will have to qualify stenography test in English at the speed of 80 wpm & transcription thereof at the speed of 15 wpm only on Computer. Only 8% mistakes are permissible. More than 8% mistakes will lead to disqualify.*

**First Stage:** *A paragraph in English of 240 words will be dictated in 3 minutes. Applicants will have to listen the words carefully and need to write the speech in fast way, using the technique called "SHORTHAND". The text that applicant write from listening is to be used in second stage of test.*

**Second stage:** *In second stage of the test, applicants will need to type the text that he/she has written within 16 minutes on computer only. Admissible Mistakes are 8% i.e., 19 words.*

**Marking scheme:** *Every mistake accounts for deduction of 1.5 marks, it means that in case of 19 mistakes, marks deducted are  $1.5 \times 19 = 28.5$ . So, in a text of 240 words, if five mistakes are there, then marks obtained will be  $60 - 7.5 (1.5 \times 5) = 52.5$*

4. As mentioned earlier also, this test is mandatory to be qualified separately. The candidates, who qualify this skill test, shall be eligible for consideration for the final merit list to be drawn based on aggregate marks obtained by the respective applicants in written test and skill test.

Dy. Registrar (Estb)  
for REGISTRAR

- All respective Applicants via e-mail
- Web Administrator: to upload the same on the website
- PA to VC: for information