

SCHEME FOR DOMAIN SKILL TEST

(For the post of Personal Assistant) Advt. No. 233/2024

Part-I : Stenography Proficiency Test

Date of Test : 11th January 2025 (Saturday)

Duration of Test : **For English shorthand Test:**

- (1) 10 minutes for dictation @ 100 w.p.m.
- (2) 40 minutes for transcription (MS-Office 2013 version will be used)

OR

For Hindi shorthand Test:

- (1) 10 minutes for dictation @ 100 w.p.m.
- (2) 55 minutes for transcription (MS-Office 2013 version will be used)

Part-II : Typing Speed Test

Date of Test : 11th January 2025 (Saturday)

Duration of Test : 10 minutes

Note: Both the tests (Part-I and Part II) are qualifying in nature and it is mandatory for the candidate to appear and qualify both the tests.

Hemant
20/12/24

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