

**Date & Venue for Level-2 Examination for the post of Upper Division Clerk / Stenographer Grade-III against Advt. No. IGCAR/02/2021**

**Tentative Date:**

**19/11/2022 (Saturday)**

**Venue of Examination:**

**Chennai**

*(Details on venue for level-2 examination will be intimated to shortlisted candidates at the time of issue of Admit Cards.)*

**Syllabus and Marking Scheme for Level-2 Examination**

**Upper Division Clerk:**

The descriptive written test will be of three hours duration inclusive of objective questions and consists of two parts:

**Part A:** English Language comprising of Comprehension, Precis and English Grammar (50%) has to be written purely in English;

**Part B:** Descriptive test comprising of Essay, Noting and Drafting (50%) has to be written purely either in English or in Hindi. If it is written in a combination of both English and Hindi, zero marks will be awarded.

Final selection shall be on the basis of the marks secured in the Level-2 Descriptive Written Test.

In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list:

1. Total of Level 1 & 2 marks, candidate with higher marks shall be placed higher.
2. Date of Birth.
3. Alphabetical order of name (First Name, Middle name and Surname, in that order)

Mark for each question will be indicated against the respective question and no negative marks will be awarded for incorrect answers.

**Stenographer Grade-III:**

<b>Stenography Skill Test</b>		
<b>Duration</b>	<i>Dictation</i>	80 w.p.m. in 10 minutes
	<i>Transcription</i>	30 w.p.m. in 50 minutes
<b>Evaluation Criteria</b>	Percentage of Errors = $\frac{\left( \text{Full Mistakes} + \frac{\text{Half Mistakes}}{2} \right) \times 100}{\text{Number of words in the master passage}}$	
	<i>Note: A maximum of 5% of mistakes is admissible for qualification and if number of candidates qualifying the Stenography Skill Test is less than the number of vacancies advertised, then relaxation in Half Mistakes in reverse order will be followed.</i>	

Final selection shall be on the basis of weightage of marks secured in the Level-1: 40% & Level-2: 60%.

In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list:

1. Candidate with higher marks in Level 2 shall be placed higher.
2. Date of Birth.
3. Alphabetical order of name (First Name, Middle name and Surname, in that order)

**Evaluation of Transcripts Of Stenography Tests-Nature Of Mistakes**

**I. FULL MISTAKES: The following 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.

**II. 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.

**III. 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 will not be penalized for any type of errors or mistakes other than those described above.

*Further, Advertisement No. IGCAR/02/2021 may also be referred on IGCAR website for more details.*

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