



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SECTOR 16C, DWARKA, NEW DELHI - 110 078

F.No.1(4)(15)/2021/P-III/613

Dated : 25<sup>th</sup> August, 2022

**SCHEDULE OF SKILL TEST AND INTERVIEW FOR THE POST OF STENOGRAPHER**

With reference to University Employment Notice dated 18.11.2021, uploaded on University Website for appointment to the post of Stenographer on Contract basis, the skill test followed by typing test and interview will be held as per following schedule.

Date	Post	Reporting time	Total Candidates
06.09.2022 (Tuesday)	Stenographer	9:00 AM	20

For the post of Stenographer there will be a skill test @80 words per minute in shorthand followed by Type writing test @35 words per minute. There will be a trial passage to get the candidates familiar with the voice of speaker.

The marking scheme is attached as Annexure -A.

**Venue :** Seminar Hall, 1<sup>st</sup> Floor Admin Block,  
Guru Gobind Singh Indraprastha University,  
Sector-16 C, Dwarka, New Delhi-110078  
(Nearest Metro Station-Dwarka Sector-14)

**List of Eligible Candidates on the basis of Recruitment Rules called for Skill test/ Interview:**

S.No.	Name of Candidates	Father's Name/ Husband's Name	Date of Birth
1.	Tamanpreet Kaur	Sh. Chetan Gandhi	10.03.1996
2.	Nisha Thapa	Sh. Arjun Singh	14.03.1992
3.	Himanshi Aggarwal	Sh. Anil Kumar Aggarwal	22.11.1996
4.	Mohd. Asim Siddiqui	Mohd. Naeem	12.12.1987
5.	Arun Kumar Chourasiya	Sh. Mahesh Kumar	04.01.1993
6.	Raushan Kumar	Sh. Ramakant Singh	15.09.1996
7.	Sachin Kumar	Sh. Ramesh Singh	05.07.1990
8.	Menika Sajwan	Sh. Chandrabhan S. Chauhan	13.09.1987
9.	Deepali	Sh. Satbir Singh	31.08.1996
10.	Nisha	Sh. Krishan Kumar	14.08.1996

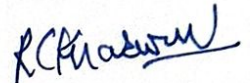
**Important Information for the candidates:**

1. The interview call letter has been sent separately to candidates on their mail.
2. Candidates are advised to report for interview as per above date and time.
3. Candidates are requested to adhere the time schedule. The candidates coming late will not be allowed for Skill Test and interview.
4. The necessary instructions will be given at the spot regarding Skill Test and Typing Test.
5. The eligibility of candidates will be based on their qualifications, experience etc. as per recruitment rules. Hence, candidates are advised to ensure about their eligibility before attending the interview. If on scrutiny it is found that candidate is not eligible, he/she will not be allowed to appear in interview. The interview shall be conducted for only those candidates who are found to be eligible after document verification and marks secured in skill test.
6. The documents/ certificate issued before closing date of Employment notice dated 18.11.2021 will be considered at the time of document verification. Any certificate/ document issued after closing date will not be considered.
7. The candidates are advised to carry the copy of the skill test/ interview letter sent at their mail before attending the interview.

8. The candidates are advised to bring all original certificates regarding age, qualification, experience, and other testimonials for verification along-with one additional set of self attested copy of the same while reporting for the skill test/ interview.
9. No request for change in date, time, venue of skill test and interview will be entertained.
10. For any query candidates can mail at [recruitment@ipu.ac.in](mailto:recruitment@ipu.ac.in)
11. Candidates are also advised to go through University website for any update regarding date, time, etc. before attending the interview.

**Note:**

The Candidates are requested to follow the Covid-19 appropriate behavior during Skill test/ interview.



(R.C. Kesarwani)

Deputy Registrar (Recruitment)

**Copy to:**

1. Head (UITS) GGSIP University, with a request to upload on University's website.
2. Guard File



**Guru Gobind Singh Indraprastha University**  
 SECTOR -16C, DWARKA, NEW DELHI-110078  
 Website :www.ipu.ac.in



**Marking schemes for the shorthand exam & typing test  
 for the post of Stenographer to be held on 06.09.2022**

(A) **Marking Scheme for Shorthand Test for the post of Stenographer - (M.M. 70)**

No. of Errors	Marks
0	70
1	70
2	70
3	70
4	70
5	70
6	69
7	68
8	67
9	66
10	65
11	64
12	63
13	62
14	61
15	60
16	59
17	58
18	57
19	56
20	55
21	54
22	53
23	52
24	51
25	50
26	49
27	48
28	47
29	46
30	45
31	44
32	43
33	42
34	41
35	40
36	39

37	38
38	37
39	36
40	35

1. The candidates with errors more than 40 will be disqualified.
2. No weightage will be given for decimal values of errors while awarding marks.

(B) Marking Scheme of Typing Test for the post of Stenographer - (M.M. 30)

Speed per minute	Marks
35	15
36	16
37	17
38	18
39	19
40	20
41	21
42	22
43	23
44	24
45	25
46	26
47	27
48	28
49	29
50	30

1. Full marks i.e. 30 marks shall be awarded on the speed of 50 w.p.m. or higher.
2. No weightage will be given for decimal values of speed while awarding marks.
3. Back Space may be allowed. Because, if a candidate makes use of Back Space Key frequently or very frequently, it means that he/she is committing more mistakes in Speed Typing. To correct those mistakes, psychologically they will PRESS BACK SPACE KEY again and again which, in turn, will result into lesser speed or reduction of speed at the time of Typing of total passage.

**Formula for calculation of net speed of Typing Test:**

**GW** = Gross Word (i.e. Total words typed)

**PE** = Penalty for errors (Two words will be deducted for every single mistake)

**EC** = Errors committed

**Net speed** =  $[GW - PE] / \text{Time}$

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