

A6- 46627/2018

**SCHEME OF EXAMINATION FOR SELECTION AS TYPIST COPYST GRADE-II**  
**QUESTION PAPER**

1. Question paper of 375 words will be prepared and the candidates will be directed to type the same within 15 minutes.
2. The paper is intended to test accuracy, speed and neatness of work executed by the candidates.
3. The matter given for speed test is to be typed in **double line spacing**.

**SCHEME OF VALUATION**

**General:-**

4. The maximum marks for the examination is **100**.
5. The mark set apart for accuracy and speed is **95**.
6. **Five marks** are set apart for neatness of execution, which can be awarded at the discretion of the Examiner.
7. If the matter is not typed in double line spacing, it will be considered as **two** mistakes.
8. The following will be reckoned as **FULL mistake:-**
  - (a) Each spelling mistake including transposition of letters.
  - (b) Each word omitted or repeated.
  - (c) Substitution of a wrong word.
  - (d) Leaving blank for a letter in a word.
  - (e) Non - indenting of paragraph.
9. The following will be reckoned as **HALF mistake:-**
  - (a) Omission of or incorrect punctuation.
  - (b) Typing capital letter in place of small and vice-versa.
  - (c) Leaving unnecessary or inadequate space between words.
  - (d) Faulty splitting of words (syllabification) at the end of the line.
  - (e) Faulty use of the shift key.
  - (f) Uneven spacing of paragraph.
  - (g) Faulty fingering.
10. **Two half mistakes** must be counted as **one full mistake**.
11. A maximum of one full mistake alone is to be counted against one word even if there may be combination of mistakes in that word including mistake in punctuation mark. For the purpose of counting mistakes, compound words, and proper names with surname may be reckoned as one word.

12. Mistakes should be indicated by marking small dash (-) just below the words, two dashes for a full mistake and a single dash for half mistakes, as shown below:-

Full mistake            =  
Half mistake            -

13. Valuation should be strictly in accordance with the direction given and every effort should be made to have a uniform standard for the valuation.

14.(a) Mistakes must be totalled and marks be awarded on the basis prescribed in the chart given below:-

<u>Mistakes</u>	<u>Marks</u>	<u>Mistakes</u>	<u>Marks</u>
0	95	22	39
1	93	23	37
2	91	24	35
3	89	25	33
4	87	26	31
5	85	27	29
6	83	28	27
7	81	29	25
8	79	30	23
9	77	31	21
10	75	32	19
11	72	33	17
12	69	34	15
13	66	35	13
14	63	36	11
15	60	37	9
16	57	38	7
17	54	39	5
18	50	40	3
19	45	41	1
20	43	42	0
21	41		

(b) A minimum of 45 marks is required in the accuracy and speed test so as to qualify in the examination.



**Procedure for the preparation of the Select List:-**

15. No candidate who secures less than **50 marks** in aggregate including marks for neatness in the examination shall be eligible for being included in the select list.
16. In case, if there are more than one candidates who find place in the select list from the same division having identical scales of pay and their entry in that division is on the same date then seniority is determined with respect to their age. The candidate who is older in age shall be placed as senior.
17. The list so prepared will be placed before the Honourable the Chief Justice for approval and further orders.

.....