

**INFORMATION REGARDING CONDUCT OF SKILL (TYPING & SHORTHAND) TESTS
CONDUCTED BY HP STAFF SELECTION COMMISSION ALONGWITH THEIR EVALUATION
SCHEME.**

The HP Staff Selection Commission conducts the skill (typing and shorthand) tests in accordance with the mode of selection advertised for such post codes requiring skill tests in the concerned advertisements. The skill tests are of qualifying nature after the Govt. of HP Department of Personnel has issued notification No. Per(AP.B)B(15)-5/2014 dated 17.04.2017. Typing tests are conducted on computer in the computer lab of the Commission.

The sample copies of typing skill tests (English-Typing Speed @30WPM and Hindi – Typing Speed @25WPM) and shorthand tests (English-Dictation Speed @80WPM and Hindi – Dictation Speed @70WPM) alongwith instructions to be followed during conduct of examinations for information of all concerned are as under:

SAMPLE PAPER

TIME: 10 Minutes

Speed: 30 W.P.M.

TYPE TEST

INSTRUCTIONS:

1. Before starting to type the paragraph, candidate shall enter his/her roll number in the relevant column appearing on the computer screen and ensure that all the information appearing on the computer screen is correct in his/her case.
2. Start typing the following paragraph only on the direction of the Centre Supdt. and stop typing when the time is over.
3. Do not type strokes given in the right-hand margin.
4. Repeat the passage, if time permits.
5. After the completion of the typing test, a computer generated copy will be printed of the text typed by the candidate and every candidate is required to sign his/her typed sheet in the presence of Centre Superintendent/invigilator and hand-over the same to the Invigilator/Centre Superintendent.
6. The candidates are directed that while typing the paragraph don't use/press irrelevant keys on the key board. No additional time/chance will be given if the instructions are not followed.

Strokes

Integrating a gender perspective additionally into the discussion of tourism is critical as this	97
industry is a major employer of women who make up 46% of its workforce. The sexual	180
division of labour operates at all aspects of tourism and travel related industries. Like all	274
other forms of employment in some Southern countries men are predominantly employed	358
in the formal sector of tourism. Indian women share 2.98% while Sri Lankan women occupy	446
14.9% share of those employed. In the Caribbean and Latin America the percentage is 35%.	535
Women, perceived as cheaper labour than men, are segregated due to gender	622
stereotyping and sex segregation into different occupation. Even in mainstream tourism	701
they predominate in menial, semi-skilled, domestic and service type occupations. In the	789
food sector women employed as restaurant helpers, cooks and waitresses occupy the	876
bottom of the hierarchy. In the travel sector, women normally hold seasonal, part-time or	964
minimum wage jobs and dominate as small travel agents. It offers various opportunities for	1047
independent income generating activities. It simultaneously affects women's lives in	1132
destination communities. Success stories can be sourced and tried in a different milieu.	1221
The issue of tourism, tourism development and gender equality is multidimensional. Apart	1310
from sex tourism it encompasses the persistent issue of women shouldering an unequal	1395
burden of unpaid reproductive work. Despite the pervasive reliance of the hospitality	1481
sector on women's labour ironically their work remains invisible and they continue to	1567
suffer gender discrimination due to poor access to socio-economic resources.	1644

Words:329

SAMPLE PAPER

टंकण परीक्षा –हिन्दी

समय: 10 मिनट

टंकण गति : 25 शब्द प्रति मिनट

निर्देश:

- 1 अभ्यर्थी टंकण पैराग्राफ शुरू करने से पहले कम्प्यूटर में बने कॉलम में सबसे पहले अपना रोल नम्बर अंकित करें तथा यह सुनिश्चित करें कि कम्प्यूटर स्क्रीन पर उसकी सूचना बिल्कुल सही है।
- 2 नीचे दिए गए पैराग्राफ को टाईप करना तभी आरम्भ करें जब केन्द्र अधीक्षक द्वारा टाईप शुरू करने का संकेत दिया जाए तथा समय समाप्त होने पर टाईप करना बन्द कर दें।
- 3 समय बचने पर पैराग्राफ पुनः टाईप करें।
- 4 दाहिने ओर हाथिए में दिये गए स्ट्रोकस को टाईप न करें।
- 5 टाईपिंग टैस्ट पूर्ण होने के उपरान्त कम्प्यूटर से अभ्यर्थी द्वारा टाईप किए गए पैराग्राफ की प्रति प्रिन्ट की जाएगी तथा अभ्यर्थी केन्द्र अधीक्षक/पर्यवेक्षक की उपस्थिति में उस पर अपने हस्ताक्षर करने के उपरान्त उस उत्तर पुस्तिका को पर्यवेक्षक/केन्द्र अधीक्षक को सौंप दें।
- 6 अभ्यर्थी टाईप करते समय की-बोर्ड पर असंबद्ध बटन/की का प्रयोग न करें। निर्देशों की अनुपालना न करने पर कोई भी अतिरिक्त समय/अवसर देय नहीं होगा।

अपराधों की इस परिवर्तित प्रकृति को देखते हुए, परम्परात्मक दण्ड-व्यवस्था में भी संशोधन करने की	96
आज आवश्यकता उठ खड़ी हुई है। अपराधी को कठोर-से-कठोर या बदले की भावना से दिया हुआ	185
दण्ड आज समय के बाहर हो चला है। आज अपराधी के सुधारात्मक पक्ष की ओर ध्यान दिए जाने पर	272
बल दिया जाता है। वास्तव में अपराधी को दण्ड देने के बजाय यदि उसे सुधारा जाए तो वह समाज के	363
लिए अधिक लाभप्रद होगा। ऐसा देखा गया है कि अत्यधिक कठोर दण्ड प्राप्त किए हुए अपराधी समाज	454
में जाकर और अधिक गम्भीर अपराध करते हैं क्योंकि उनमें हीन भावना और बदले की भावना पनप	546
जाती है। समाजशास्त्र हमें यह ज्ञान देता है कि अपराधी क्यों अपराध करता है? उसका किस विधि से	636
सुधार करना चाहिए? उसको किस प्रकार का दण्ड देना चाहिए? प्रोबेशन और पैरोल अधिकारियों व	727
सुधारगृहों के अधिकारियों के पदों पर नियुक्ति के लिए इसीलिए समाजशास्त्र के ज्ञाताओं को प्राथमिकता	827
दी जाती है। समाजशास्त्र की एक शाखा के रूप में अपराधशास्त्र का इस क्षेत्र में विशेष महत्त्व है।	918
भारत की भूमि में अनेक समानताओं के अतिरिक्त अनेकों विभिन्नताएँ भी हैं। ये विभिन्नताएँ भाषा, धर्म,	1022
राजनीतिक क्षेत्र, सम्प्रदाय, जाति आदि अनेक क्षेत्रों में हैं। इन्हीं विभिन्नताओं के फलस्वरूप आज देना में	1120
अनेक प्रकार केवादों का विकास हुआ है। भाषावाद, सम्प्रदायवाद, प्रान्तवाद, क्षेत्रवाद आदि इनमें	1211
सर्वप्रमुख हैं। देना के विभिन्न भागों में भाषा, धर्म या सम्प्रदाय के नाम पर आये दिन-झगड़े होते रहते	1315
हैं। इतना ही नहीं, प्रान्तवाद एवं क्षेत्रवाद के नारे भी जोरों पर हैं। इन सबके अतिरिक्त जाति सम्बन्धी	1412
विवाद भी कम नहीं है। एसी परिस्थिति में भारत की राष्ट्रीय एकता को एक गम्भीर खतरा पैदा हो गया	1508
है। भारत सरकार भी इस विषय में विशेष रूप से चिन्तित है। समाजशास्त्र इन समस्याओं के सम्बन्ध में	1604
वैज्ञानिक ज्ञान प्रदान करके एवं इनमें अन्तर्निहित बुराइयों पर प्रकाश डालकर भारत के भावात्मक	1691
एकीकरण में सहायक सिद्ध हो सकता है।	1725

SAMPLE PAPER

JUNIOR SCALE STENOGRAPHER

SHORTHAND DICTATION (ENGLISH)

Time for Dictation : 5 Minutes

Time for Reading : 5 Minutes

Time for Transcription: 40 Minutes

Dictation Speed @ 80 WPM

The second aspect of the fiscal policy relates to the issue of improving fiscal transparency, which was addressed in the Fiscal Responsibility and Budget Management Act 2003 and needs to be taken forward as the central government works on the road map. Recalling the experience, it could be argued that specification of statutory fiscal consolidation rules and targets has a salutary effect on macroeconomic management, with the Finance Minister becoming obliged to do his best to adhere to the said targets. In the absence of such exogenously specified targets, as was the case while preparing the budget proposals in the post-financial crisis years, the resolve may have been just that bit relaxed, with a preference to err on the side of caution. Similarly, monetary policy cannot be confined to controlling inflation through adjustments in policy interest rates. Though an active credit policy that guides the availability and cost of credit, it could help in supporting both short- and longer-term growth and developmental goals. An orthodox prescription of fiscal consolidation, along with tight monetary policy, could well be dislocative, with significant social costs, ultimately creating resistance to future policy adjustments. Secondly, India needs to be cautious in liberalising its capital account and retaining the option of introducing capital account controls. Uncertain recovery in advance economies, coupled with their likely persistence with loose monetary policy in the near-to medium-term, and the prospects of better returns for the capital in emerging significant and even volatile, which would, therefore, need to be addressed. Capital flows are essentially pro-cyclical, and there is evidence to suggest that they are among the major determinants of business cycles in emerging economies. These are essentially driven by portfolio-balancing decisions in the advanced economies, which is largely unrelated to the demand for capital in the former, further, such cyclical swing in capital flows have a strong effect on the macroeconomic variables including exchange rate, interest rates, inflation, domestic credit, and asset prices.

TOTAL WORDS: 431

SAMPLE PAPER

JR. SCALE STENOGRAPHER

SHORTHAND DICTATION (HINDI)

Time for Dictation : 5 Minutes

Time for Reading : 5 Minutes

Time for Transcription: 35 Minutes

Dictation Speed @ 70 WPM

यह संसार जो सत्य है, परिवर्तनशील है। उसकी जय हो। यह संसार सुन्दर, सीधा-सादा, सुन्दर बनावट वाला, सुगम और पुण्य कार्य करने के लिए उपयुक्त स्थान है। बदलाव तो प्रकृति का नियम है और इसके शाश्वत बने रहने का आधार भी यही है। बदलाव का क्रम, वेद पुराणों का सार है। परिवर्तन तो सृष्टि के क्रम का कीमती हीरा है। परिवर्तन ही संसार में होने वाले आश्चर्यजनक कार्यों का आधार है। प्रकृति का धर्म, प्रकृति का कार्य परिवर्तन के बिना पूरा नहीं हो सकता इसलिए हे मनुष्य तू प्रकृति में होने वाले परिवर्तनों का साकार समझ और इनकी अवहेलना, उपेक्षा मत कर। इन परिवर्तनों को अपने सांसारिक अस्तित्व का अभिन्न हिस्सा बना ले, पूरी तरह से इसे अपने जीवन में मिला ले। हे मनुष्य परिवर्तन तत्व का ज्ञान पाकर, परिवर्तन की प्रक्रिया को पूरी तरह समझकर तू इसे अपना बना ले। परिवर्तन के आदर्श को जितना शीघ्र हो सके, तू उसे अपना ले। परिवर्तन प्रकृति का अनिवार्य एवं उपयोगी नियम है। प्रकृति का कार्य इसके बिना चल नहीं सकता। ईश्वर सभी स्थानों पर है और सभी प्राणियों में समाया है। पूरी सृष्टि ईश्वर द्वारा निर्मित हुई है और उसी में समा जाएगी। हे मनुष्य तू इस रहस्य को जान ले। सभी प्राणियों और पदार्थों में ईश्वर का रूप गुण, धर्म और कर्म ईश्वर के ही हैं। सभी ईश्वर रूप हैं और ईश्वर के सिवा कुछ और नहीं है। ईश्वर ही सबसे छोटा है और वही सबसे बड़ा है। पूरा संसार उसी प्रभु की माया में जकड़ा हुआ है, बंधा हुआ है। इस संसार का हर परमाणु संसार का कण-कण सूर्य, चन्द्रमा और ग्रह-नक्षत्र, जल-थल, जीव-जन्तु और आसमान भी उसी ईश्वर का अंग है। पूरी सृष्टि उस ईश्वर से बनी है और उसी में समा जाएगी। इस देवता में सभी लोग समान हैं और सभी को मिलजुल कर रहना चाहिए। इस देवता में रहने वाला हिन्दू हो या मुसलमान, पारसी हो या इसाई, सभी ईश्वर के प्यारे पुत्र हैं और ईश्वर की नज़रों में समान हैं। सभी को इस धरती पर हरने का समा अधिकार है। सभी में समान रूप से मनुष्यता है, मानवीय गुणों का निवास है। सभी में प्रेम का // पवित्र भाव भरा हुआ है।

SAMPLE OF CALL LETTER OF SKILL TESTS(TYPING & SHORTHAND TESTS)

No: HPSSSB-B (2)-45/19-
HP Staff Selection Commission Hamirpur.

Sr. No.-

From

The Secretary,
HP Staff Selection Commission Hamirpur.

To

«CName» S/O, D/O Sh. «FName»

«Address»

«Distt_» «State» «Pin»

Dated:-Hamirpur

December,2020

ApplicationNumber «Appid»

Roll No. «Roll No»

Subject: Recruitment to the post of ----- (Post Code-----)- Typing and short hand skill test thereof.

Memo.

With reference to your application for the post of ----- (Post Code-----), you are required to appear for the **Typing skill test in Hindi and English Languages and short hand skill test either in English or in Hindi Language** on «date_of_int» at 9 AM in the Computer lab of **HP Staff Selection Commission,Hamirpur.**

You are requested to bring the enclosed admit card duly filled in on the day of test. The Typing skill Test will be taken on computer and the minimum required speed for the test is given below:-

Typing : **English Language** : 40 WPM **Hindi Language** : 30 WPM

Shorthand: **English Language** : 80 WPM **Hindi Language** : 70 WPM

Note:- 1. The Hindi Font “Kruti Dev-10” will be provided for the Hindi typing.

2. Use of own USB based “Key Board” will be allowed to desirious candidate(s) at their own risk.

Instructions to the candidates related to COVID-19

1. The candidates shall have to undergo thermal scanning at the entry of the premises of the HPSSC.
2. The candidates shall have to disclose his/her status of Health of suffering from fever, cough and cold etc. before entering the gate.
3. Wearing of face cover/mask shall be mandatory for the candidate.
4. The candidate shall ensure proper social distancing of atleast 2 meter while waiting for the examination and during entry/exit from the examination centre.
5. The candidate shall maintain personal hygiene, cover his/her nose/mouth while sneezing/coughing with handkerchief or tissue or flex elbow and resort to frequent hand washing with the soap.
6. The candidates are required to download Aarogya Setu app in his/her mobile number and ensure updation of his/her health status on this app.
7. The candidates shall sanitize their hands before and after signing the attendance sheet during the conduct of examinations.
8. The candidate shall not spread/believe in rumours or create panic.
9. He/She is advised to go through all the instructions to contain the spread of COVID-19 issued by the Govt. /local authorities from time to time and standard operating procedure for the conduct of HP Staff Selection Commission examinations uploaded on official website of the Commission and the same may be adhered to strictly failing which he/she shall be personally liable for consequential actions as per rules.

Secretary,
HP Staff Selection Commission,
Hamirpur.

SAMPLE OF ADMIT CARD OF SKILL TESTS (TYPING & SHORTHAND TESTS)

Admit Card for typing and short hand skill test on computer to be conducted by H.P. Staff Selection Commission, Hamirpur for the Post of ----- (Post Code-----)

1. Roll Number_____

2. Name of Post_____

3. Name of the Candidate_____

4. Father Name_____

Paste your recent passport size self attested photograph here

5. Name of Examination :

(I) **Typing skill test in English and Hindi.**

(II) **Short hand skill test Language**

6. Name of Centre:- H.P. Staff Selection Commission Hamirpur.

7. Permanent Address of the Candidate _____

Mobile No._____

To be filled in Examination Hall

Signature of Candidate _____	Signature of Invigilator _____	Signature of Centre Supdt. _____
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SAMPLE OF CALL LETTER OF TYPING SKILL TEST

From No: HPSSC-C (2)-
HP Staff Selection Commission Hamirpur.

Sr. No.

To The Secretary,
HP Staff Selection Commission Hamirpur.

Name Father Name Address Distt State Pin Code-

Dated:-Hamirpur

10-06-2021

Application Number - Roll No. –

Subject: Recruitment to the post of Clerk (Post Code-----) - Typing skill test thereof.

Memo.

Consequent upon qualifying the written screening test for the post of Clerk (Post Code-----), you are required to appear for the Typing skill test in English or Hindi Language on Dated- -----at 9:30 AM in the Computer lab of **HP Staff Selection Commission, Hamirpur.**

You are required to **bring the admit card given below duly filled on the day of test alongwith downloaded copy of online recruitment application form.** The Typing skill Test will be taken on computer and the minimum required speed for typing skill test is given below:-

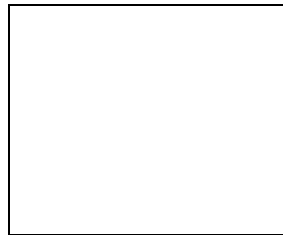
English Typewriting: 30 WPM
OR
Hindi Typewriting: 25 WPM

Note:- 1. The Hindi font Kruti Dev-10 will be provided for Hindi typing.
2. The Candidate is allowed to use his/her own USB based key board, if desired.

Secretary,
HP Staff Selection Commission
Hamirpur.

Admit Card

8. Roll Number _____
9. Name _____
10. Father's Name _____
11. Permanent Address _____



To be filled at the time of test

Signature of Candidate _____	Signature of Invigilator _____	Signature of Centre Superintendent. _____
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EVALUATION SCHEME OF TYPING AND SHORTHAND TESTS

1. Evaluation Scheme of Typing Tests

- a) If Time Allotted = 10 mins. and
b) Qualifying Speed = 30 WPM
c) Penalty for errors
(i) Errors Admissible = 5% of total words typed.
(ii) Errors over and above admissible errors are penalised @ 10 strokes or 2 words per error.
d) Formula for calculation of net speed:-
Net Speed = $\frac{\text{Gross Words} - \text{Penalty for Errors}}{\text{Time}} = \text{WPM}$

Example (1)

(i) If Total words Typed	=	316
(ii) Total mistakes Committed	=	23
(iii) Mistakes exempted @ 5% of total words typed	=	16
(iv) Remaining mistakes	=	07
(v) Penalty for Errors	=	07 X 2 = 14
Net Speed	=	$\frac{316 - 14}{10} = 30.2 = 30\text{WPM}$

Example (2)

(i) If Total words Typed	=	316
(ii) Total mistakes Committed	=	30
(iii) Mistakes exempted @ 5% of total words typed	=	16
(iv) Remaining mistakes	=	14
(v) Penalty for Errors	=	14 X 2 = 28
Net Speed	=	$\frac{316 - 28}{10} = 28.8 = 29\text{WPM}$

2. Evaluation Scheme of Stenography (shorthand tests)

- i) Error Admissible = 5% of total words typed.
ii) For next 10 mistakes, half mark for each mistake to be deducted.
iii) For remaining other mistakes 1 mark for each mistake to be deducted.
iv) Qualifying marks = 60% of Maximum marks (as per DGET norms)

Example (1)

i) If Speed of Dictation/shorthand	=	80 WPM
ii) Total Words Typed	=	420
iii) Total Mistakes Committed	=	34
iv) Mistakes Exempted @ 5% of total words typed	=	21
v) Remaining Mistakes	=	13
i.e. If total marks allotted	=	50
Qualifying marks (60% of maximum marks)	=	30
Total Mistakes Committed	=	34

Mistakes exempted @5% of total words typed = 21
Remaining mistakes after exemption = 13
For remaining 10 mistakes, half mark for each mistake is deducted i.e. $10 \times \frac{1}{2} = 5$
For remaining (13-10=3) other mistakes 1 mark for each mistake is deducted i.e. $3 \times 1 = 3$
Total marks deducted = $5 + 3 = 8$
Total marks awarded = $50 - 8 = 42$
Qualifying marks = 30
Result = Qualified

Example (2)

i) If Speed of Dictation/shorthand = 80 WPM
ii) Total Words Typed = 420
iii) Total Mistakes Committed = 54
iv) Mistakes Exempted @5% of total words typed = 21
v) Remaining Mistakes = 33

i.e. If total marks allotted = 50
Qualifying marks (60% of maximum marks) = 30
Total Mistakes Committed = 54
Mistakes exempted @5% of total words typed = 21
Remaining mistakes after exemption = 33
For remaining 10 mistakes, half mark for each mistake is deducted i.e. $10 \times \frac{1}{2} = 5$
For remaining (33-10=23) other mistakes 1 mark for each mistake is deducted $23 \times 1 = 23$
Total marks deducted = $5 + 23 = 28$
Total marks awarded = $50 - 28 = 22$
Qualifying marks = 30
Result = Not Qualified

Sd/-

**Secretary-cum-Controller
of Examinations**

HP Staff Selection Commission, Hamirpur.

Criteria for identifying mistakes:-

1. A misspelled word shall count as only one mistake irrespective of number of erroneous characters in it.
2. Wrong capitalization in a word is counted as one mistake irrespective of number of wrongly capitalized letters in it.
3. Two words joint together due to missing space between them shall be counted as one mistake.
4. The number of words skipped while typing shall account for one mistake per skipped word (5 strokes).
5. Extraneous typed words shall account for one mistake per extra word (5 strokes).
6. Any text repeated while typing shall be treated as extraneous text.
7. Punctuation and special characters shall be treated as normal letters while checking errors.