

F. No. 24-21/2020/Admin-V/(E)/428
 Government of India
 Ministry of Communications,
 Department of Telecommunications,
 Office of Controller General of Communications Accounts,
 2nd Floor, UIDAI Building, New Delhi- 110001

Dated: 11 /07/2023

To,

1. All Pr. CsCA/ DG NICF
2. Jt. CGCA(C&A)/DDG(E&T)
3. All CsCA
4. All Jt. CsCA (I/C)

Subject: Departmental Skill Test/Examination for Stenographers (100/120 wpm) for grant of Advance Increment

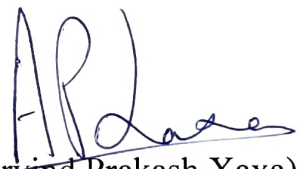
In continuation to this office letter No. 24-21/2020/Admin-V/110 dated 04.05.2023, following is being issued on the above noted subject.

2. The details regarding the duration of trial passage/actual passage time allowed for reading and transcription are mentioned below:-

Sl. No.	Passage	Medium	Time	Time Allowed	
				For reading the dictation taken	For typing
1	Trial Passage @ 100 wpm	English/ Hindi	10 Min (10:00 to 10:10 hrs)	10 Min (10:10 to 10:20 hrs)	NA
2	Break 10: 20 to 10:30 hrs				
3	Skill test passage 10 min @100 wpm	English	10 Min (10:30 to 10:40 hrs)	10 Min (10:40 to 10:50 hrs)	40 Min (10:50 to 11:30 hrs)
		Hindi	10 Min (10:30 to 10:40 hrs)	10 Min (10:40 to 10:50 hrs)	55 Min 10:50 to 11:45 hrs)
4	Break 11:45 to 13:00 hrs				
5	Trial Passage @ 120 wpm	English/ Hindi	10 Min (13:00 to 13:10 hrs)	10 Min (13: 10 to 13:20 hrs)	NA
6	Skill Test passage 7 min @120 wpm	English	7 Min (13:20 to 13:27 hrs)	10 Min (13:27 to 13:37 hrs)	35 Min (13:37 to 14:12 hrs)
		Hindi	7 Min (13:20 to 13:27 hrs)	10 Min (13:27 to 13:37 hrs)	50 Min (13:37 to 14:27 hrs)

2. Password protected Trial passages, as well as skill test passages for 100 wpm and 120 wpm for each medium (Hindi and English) will be provided through personal email of Chairman of the committee constituted for conducting the above skill test by this office one day before the examination by 16:00 Hrs. Since, the file is password protected, the password will be shared one hour before the commencement of the actual examination.
3. After the conclusion of the examination, a compliance report may be sent to this office within seven days.
4. It may also be ensured that the required font for Hindi Typing is installed in the computer which will be provided to the candidate(s)
5. The candidates who is presently on attachment is allowed to appear in the above departmental skill test in the office where she/he is presently attached. However, the transcript along with all other relevant document shall be sent to his/her parent office for evaluation and further necessary action.
6. In case of any query Sh. Nirupam Biswas, AAO (Admin), O/o CGCA, Phone No. 011-23746720, Mob no. 7065792040, email id nirupam.biswas14@gov.in may be contacted

This issues with the approval of the Competent Authority



(Arvind Prakash Xaxa)

Dy. CGCA(C&A)

Phone: 011-23746719

Email: dycgcacoord-dot@gov.in

Copy to:-

1. PS to CGCA for kind information
2. PA to Addl. CGCA kind information

11/07/2022