



महर्षि सान्दीपनि राष्ट्रीय वेदविद्या प्रतिष्ठान, उज्जैन

(शिक्षा मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी संस्था)

Maharshi Sandipani Rashtriya Vedavidya Pratishthan, Ujjain

(An autonomous organisation under Ministry of Education, Govt. of India)

प.सं.3-4/2021(प्र./वि.)/मसारावेविप्र/

दिनांक : 02/08/2025

सूचना - 1769

महर्षि सान्दीपनि राष्ट्रीय वेदविद्या प्रतिष्ठान, उज्जैन में सीधी भर्ती से (4 विविध पदों – लेखाकार -1, अवर श्रेणी लिपिक -2, कनिष्ठ आशुलिपिक -1) हेतु अभ्यर्थियों के कौशल परीक्षा / आशुलिपि परीक्षा / टंकण परीक्षा के मूल्यांकन (Evaluation) संबंधी दिशा निर्देश

प्रतिष्ठान द्वारा विभिन्न रिक्त पदों को सीधी भर्ती के माध्यम से (4 विविध पदों – लेखाकार -1, अवर श्रेणी लिपिक -2, कनिष्ठ आशुलिपिक -1) भरने हेतु रोजगार समाचार के दिनांक 1 - 7 मार्च, 2025 के अंक में विज्ञापन प्रकाशित किया गया था तथा आवेदन आमंत्रित किए गए थे एवं विभिन्न पदों हेतु दिनांक 19 जुलाई, 2025 को लिखित परीक्षा आयोजित की गई थी।

लिखित परीक्षा के आधार सूचीबद्ध अभ्यर्थियों की कौशल परीक्षा / आशुलिपि परीक्षा / टंकण परीक्षा अधोलिखित विवरणानुसार आयोजित की जाएगी।

क्र.सं.	पद का नाम	दिनांक	समय	स्थान
1	लेखाकार	12-08-2025	पूर्वाह्न 10:00 से 12:00	महर्षि सान्दीपनि राष्ट्रीय वेद विद्या प्रतिष्ठान, वेदविद्या मार्ग, चिन्तामण गणेश, पोस्ट - जवासिया, उज्जैन - 456006
2	कनिष्ठ आशुलिपिक	12-08-2025	पूर्वाह्न 10:00 से 12:00	
3	अवर श्रेणी लिपिक	12-08-2025	अपराह्न 2:00 से 4:00	

कौशल परीक्षा / आशुलिपि परीक्षा / टंकण परीक्षा पत्र के अंक मूल्यांकन (Evaluation) संबंधी दिशा निर्देश संलग्न हैं।


(प्रो. विरूपाक्ष वि. जड्डीपाल)
सचिव

प्रतिलिपि : (1) सहायक निदेशक, मसारावेविप्र

(2) कौशल परीक्षा / आशुलिपि परीक्षा / टाईपिंग टेस्ट हेतु सूचीबद्ध अभ्यर्थियों को ईमेल द्वारा सूचित किया गया तथा प्रतिष्ठान की वेबसाइट पर प्रकाशित।

(3) सम्बन्धित पत्रावली

(4) कार्यालय आदेश पत्रावली

वेदविद्या मार्ग, चिन्तामण गणेश, पो.ऑ. जवासिया, उज्जैन-456006 (म.प्र.)

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Maharshi Sandipani Rashtriya Veda Vidya Pratishthan, Ujjain

Guidelines for evaluation of Typing Test for the post of LDC

Eligibility Criteria for Evaluation

Component	Requirement
Typing Speed	Hindi: Minimum 30 WPM English: Minimum 35 WPM
Typing Accuracy	Minimum 90% accuracy (on total content typed) in both Hindi / English typing
Evaluation Eligibility	Only the candidates meeting both speed and accuracy will be considered.
Maximum Marks	Typing Test will carry a total of 20 Marks

Deduction Policy

Category of Mistake	Deduction per Mistake
Half Mistake	0.10 Marks
Full Mistake	0.20 Marks

Illustration of marking system

Details	Value
Number of Half Mistakes	25
Number of Full Mistakes	20
Deduction for Half Mistakes	$25 \times 0.10 = 2.5$ Marks
Deduction for Full Mistakes	$20 \times 0.20 = 4$ Marks
Total Deduction	6.50 Marks
Marks Awarded (Out of 20)	13.50 Marks

- Note:** (1) Typing Speed (Net Speed - 35 wpm for English & 30 wpm for Hindi) will be considered after deducting all errors/ mistakes from gross speed.
- (2) Errors / Mistakes will be counted & marks will be deducted out of 20 (Total Marks).

A. Full Mistakes (0.20 Marks each)

1. Omission of any word or figure from the passage
2. Substitution of a wrong word/figure (excluding transposition)
3. Addition of a word/figure not in the passage
4. Spelling error due to repetition, addition, omission, or substitution of letters, addition, omission, or subtraction of Matras in Devnagari (e.g., 'spelling' as seeplings, sepling, speling)
5. Repetition of word/figure (e.g., 'I shall shall be grateful...')
6. Incomplete words (half-typed words)

B. Half Mistakes (0.10 Marks each)

1. Spacing Errors – e.g., I hope, I have
2. Wrong Capitalisation – Using capital in place of small letter or vice-versa (Not applicable for Hindi)
3. Punctuation Errors – Omission, addition, or wrong substitution
4. Transposition Errors – Words typed out of order (e.g., 'I hope' as 'hope I')
5. Paragraphic Errors – Manual spacing instead of using the Tab key

Note: Corrections made using pen or pencil will be treated as mistakes.

5. Instructions to the Candidates

- Candidates must type words, figures, and years exactly as given in the question paper, both in English and Hindi. Typing in a different format or language will be treated as a mistake.
- The test must be taken in one medium opted by the candidate (English/Hindi). Typing in any other medium will result in zero credit.
- For beginning any paragraph, candidates must use the Tab key. Manual spacing will be treated as a half-mistake for each such paragraph.
- Once the passage is completed, candidates are not required to re-type it.
- Only one space should be inserted after every punctuation mark (comma, full stop, question mark, etc.). The formatting given in the question paper must be followed precisely.
- Typing any irrelevant text, figures, or content not present in the passage will be treated as mistake.
- Any incomplete word, due to typing error or otherwise, will be counted as a full mistake.

Maharshi Sandipani Rashtriya Veda Vidya Pratishthan, Ujjain

Guidelines for evaluation of Stenography Test Transcription

Eligibility Criteria for Evaluation

Component	Requirement
Stenography Test	Dictation : 10 minutes @80 wpm
Transcription:	50 minutes in English. 65 minutes in Hindi on computer.
Transcription Accuracy	Minimum 90% accuracy (on total content master passage) in both Hindi / English typing
Evaluation Eligibility	Only the candidates meeting both speed and accuracy will be considered.
Maximum Marks	Stenography Test will carry a total of 20 Marks

Method of Calculation of Mistakes in Stenography Test

Percentage of Errors = $\frac{\text{Full Mistakes} + \text{Half Mistakes}/2}{\text{Number of words in the Master Passage}} \times 100$

Number of words in the Master Passage

Total 800 words for the speed of 80 w.p.m. for 10 minutes.

Deduction Policy

Category of Mistake	Deduction per Mistake
Half Mistake	0.10 Marks
Full Mistake	0.20 Marks

Illustration of marking system

Details	Value
Number of Half Mistakes	25
Number of Full Mistakes	20
Deduction for Half Mistakes	$25 \times 0.10 = 2.5$ Marks
Deduction for Full Mistakes	$20 \times 0.20 = 4$ Marks
Total Deduction	6.50 Marks
Marks Awarded (Out of 20)	13.50 Marks

Note: (1) Master Passage should be transcribed within the time limit (50 minutes in English & 65 minutes in Hindi on computer)

(2) Errors / Mistakes in the transcribed master passage will be counted & marks will be deducted out of 20 (Total Marks)

A. Full Mistakes (0.20 Marks each)

1. Omission of any word or figure from the passage
2. Substitution of a wrong word/figure (excluding transposition)
3. Addition of a word/figure not in the passage
4. Spelling error due to repetition, addition, omission, or substitution of letters, addition, omission, or subtraction of Matras in Devnagari (e.g., 'spelling' as seeplings, seplling, spelning)
5. Repetition of word/figure (e.g., 'I shall shall be grateful...')
6. Incomplete words (half-typed words)

B. Half Mistakes (0.10 Marks each)

1. Spacing Errors – e.g., I hope, I h ave
2. Wrong Capitalisation – Using capital in place of small letter or vice-versa (Not applicable for Hindi)
3. Punctuation Errors – Omission, addition, or wrong substitution
4. Transposition Errors – Words typed out of order (e.g., 'I hope' as 'hope I')
5. Paragraphic Errors – Manual spacing instead of using the Tab key

Note: Corrections made using pen or pencil will be treated as mistakes.

5. Instructions to the Candidates

- Candidates must type words, figures, and years exactly as given in the question paper, both in English and Hindi. Typing in a different format or language will be treated as a mistake.
- The Stenography test must be taken in one medium opted by the candidate (English/Hindi). Transcription of Stenography test in any other medium will result in zero credit.
- For beginning any paragraph, candidates must use the Tab key. Manual spacing will be treated as a half-mistake for each such paragraph.
- Once the passage is completed, candidates are not required to re-type it.
- Only one space should be inserted after every punctuation mark (comma, full stop, question mark, etc.). The formatting given in the question paper must be followed precisely.
- Transcription of any irrelevant text, figures, or content not present in the passage will be treated as mistake.
- Any incomplete word, due to typing error or otherwise, will be counted as a full mistake.