

Marking Scheme
Strictly Confidential
(For Internal and Restricted use only)
Senior Secondary School Examination, 2026 (XIIth)
SUBJECT NAME: - SHORTHAND (HINDI) (Q.P. CODE 826/350)

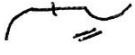
General Instructions: -

1	You are aware that evaluation is the most important process in the actual and correct assessment of the candidates. A small mistake in evaluation may lead to serious problems which may affect the future of the candidates, education system and teaching profession. To avoid mistakes, it is requested that before starting evaluation, you must read and understand the spot evaluation guidelines carefully.
2	“Evaluation policy is a confidential policy as it is related to the confidentiality of the examinations conducted, evaluation done and several other aspects. Its leakage to public in any manner could lead to derailment of the examination system and affect the life and future of millions of candidates. Sharing this policy/document to anyone, publishing in any magazine and printing in Newspaper/Website, etc. may invite action under various rules of the Board and IPC.”
3	Evaluation is to be done as per instructions provided in the Marking Scheme. It should not be done according to one’s own interpretation or any other consideration. Marking Scheme should be strictly adhered to and religiously followed. However, while evaluating, answers which are based on latest information or knowledge and/or are innovative, they may be assessed for their correctness otherwise and due marks be awarded to them. In Class-XII, while evaluating two competency-based questions, please try to understand given answer and even if reply is not from marking scheme but correct competency is enumerated by the candidate, due marks should be awarded.
4	The Marking scheme carries only suggested value points for the answers. These are in the nature of Guidelines only and do not constitute the complete answer. The students can have their own expression and if the expression is correct, the due marks should be awarded accordingly.
5	The Head-Examiner must go through the first five answer books evaluated by each evaluator on the first day, to ensure that evaluation has been carried out as per the instructions given in the Marking Scheme. If there is any variation, the same should be zero after deliberation and discussion. The remaining answer books meant for evaluation shall be given only after ensuring that there is no significant variation in the marking of individual evaluators.
6	Evaluators will mark (√) wherever answer is correct. For wrong answer CROSS ‘X’ be marked. Evaluators will not put right (√) while evaluating which gives an impression that answer is correct and no marks are awarded. This is most common mistake which evaluators are committing.
7	If a question has parts, please award marks on the right-hand side for each part. Marks awarded for different parts of the question should then be totalled up and written in the left hand margin and encircled. This may be followed strictly.
8	If a question does not have any parts, marks must be awarded in the left-hand margin and encircled. This may also be followed strictly.

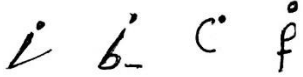
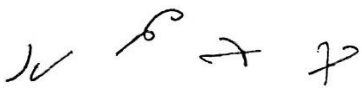
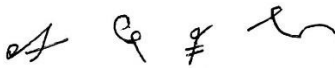
9	If a student has attempted an extra question, answer of the question deserving more marks should be retained and the other answer scored out with a note " Extra Question "
10	No marks to be deducted for the cumulative effect of an error. It should be penalized only once.
11	A full scale of marks _____ (example 0 to 80/70/60/50/40/30 marks as given in Question Paper) has to be used. Please do not hesitate to award full marks if the answer deserves it.
12	Every examiner has to necessarily do evaluation work for full working hours i.e., 8 hours every day and evaluate 20 answer books per day in main subjects and 25 answer books per day in other subjects (Details are given in Spot Guidelines). This is in view of the reduced syllabus and number of questions in question paper.
13	Ensure that you do not make the following common types of errors committed by the Examiner in the past :- • Leaving answer or part thereof unassessed in an answer book. • Giving more marks for an answer than assigned to it. • Wrong totalling or marks awarded on an answer. • Wrong transfer of marks from the inside pages of the answer book to the title page. • Wrong question wise totalling on the title page. • Wrong totalling of marks of the two columns on the title page. • Wrong grand total. • Marks in words and figures not tallying/not same. • Wrong transfer of marks from the answer book to online award list. • Answers marked as correct, but marks not awarded. (Ensure that the right tick mark is correctly and clearly indicated. It should merely be a line. Same is with the X for incorrect answer.) • Half or a part of answer marked correct and the rest as wrong, but no marks awarded.
14	While evaluating the answer books if the answer is found to be totally incorrect, it should be marked as cross (X) and awarded zero (0) Marks.
15	Any unassessed portion, non-carrying over of marks to the title page, or totalling error detected by the candidate shall damage the prestige of all the personnel engaged in the evaluation work as also as the Board. Hence, in order to upload the prestige of all concerned, it is again reiterated that the instructions be followed meticulously and judiciously.
16	The Examiners should acquaint themselves with the guidelines given in the " Guidelines for Spot Evaluation " before starting the actual evaluation.
17	Every examiner shall also ensure that all the answers are evaluated, marks carried over to the title page, correctly totalled and written in figures and words.
18	The candidates are entitled to obtain photocopy of the Answer Book on request on payment of the prescribed processing fee. All Examiners/Additional Head Examiners/Head Examiners are once again reminded that they must ensure that evaluation is carried out strictly as per value points for each answer as given in the Marking Scheme.

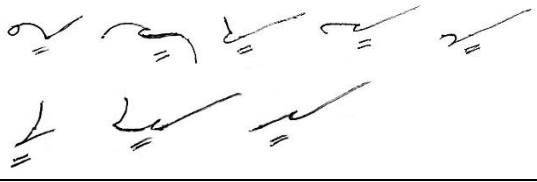
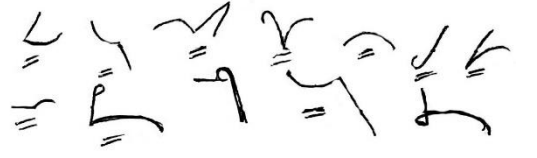
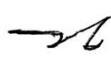
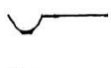
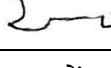
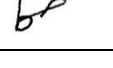
MARKING SCHEME
SHORTHAND (HINDI) (Subject Code - 826)
(PAPER CODE : 350) (P3500826)

Q.No.	EXPECTED OUTCOMES/VALUE POINTS	Source/ Material NCERT/CB SE Study Material	Unit Chap. No.	Page No.	Marks
	SECTION – A (Objective Type Questions)				30 M
1.	Answer any 4 out of the given 6 questions on Employability skills.				4x1=4
(i)	(B) A group of words that communicates a complete thought or meaning.		1	9	1
(ii)	Stress is a state of feeling upset, annoyed and hopeless.		2	26	1
(iii)	(A) Suspicious		2	34	1
(iv)	(B) Information and Communication Technology.		3	39	1
(v)	(D) Work area		4	42	1
(vi)	'Startup India'		5	89	1
2.	Answer any 5 out of the given 7 questions.				5x1=5
(i)	प्रत्यय वह शब्द खण्ड होता है जो किसी शब्द के अंत में जुड़कर उसके अर्थ में परिवर्तन कर देता है।	उपसर्ग/ प्रत्यय	1	1	1
(ii)	“र” व्यंजन	उपसर्ग/ प्रत्यय	1	2	1
(iii)	80	संख्याएँ	2	19	1
(iv)	स्टेट बैंक वित्त बिल	काट का प्रयोग	3	26	1
(v)	शब्द के आरंभ में एक बड़े वृत्त का प्रयोग करके	स्व वृत्त का प्रयोग	1	5	1
(vi)	उपसर्ग	उपसर्ग	1	1	1
(vii)	2	संक्षिप्त संकेत	2	15	1
3.	Answer any 6 out of the given 7 questions.				6x1=6
(i)	7	काट का प्रयोग	3	28	1
(ii)	संक्षिप्ताक्षर	संक्षिप्ताक्षर	2	14	1
(iii)	‘न’ रेखा	संख्याएँ	2	21	1
(iv)	‘न’ रेखा	शब्दों में काट का प्रयोग	3	25	1
(v)	आकाश-पाताल माँ-बाप	जोड़े वाले शब्द	3	29	1

(vi)	स्पष्ट उच्चारण एवं गति अभ्यास	श्रुतलेख/ लिप्यांतरण	5	54	1
(vii)		राज्य तथा शहरों के नाम	4	39	1
4.	Answer any 5 out of the given 6 questions.				5x1=5
(i)	‘महा’	उपसर्ग/ प्रत्यय	1	2	1
(ii)	लिप्यांतरण एक भाषा की लिपि में लिखे गए शब्दों को दूसरी भाषा में उसी उच्चारण के अनुसार लिखना, बिना अर्थ बदले	श्रुतलेख एवं लिप्यांतरण	6	55	1
(iii)		वाक्यांश	4	48	1
(iv)		राज्य एवं शहरों के नाम	4	40	1
(v)		संक्षिप्त संकेत	3	25	1
(vi)	बुद्धिहीनता 	उपसर्ग/ प्रत्यय	1	4	1
5.	Answer any 5 out of the given 6 questions.				5x1=5
(i)	किसी एक विषय पर अपने भाव या विचारों को सुव्यवस्थित ढंग से लिखना अनुच्छेद कहलाता है।	अनुच्छेदों का श्रुतलेखन	5	54	1
(ii)		पद तथा पदाधिकारी	4	34	1
(iii)	कार, कारी	उपसर्ग/ प्रत्यय	1	3	1
(iv)		दो बार प्रयोग में आने वाले शब्द	3	30	1
(v)	हाँ “कम” बिन्दू का प्रयोग मध्य में भी किया जा सकता है, जैसे- नाकामयाब 		1	4	1
(vi)			2	19	1

6.	Answer any 5 out of the given 6 questions.				5x1=5
(i)	आदरणीय श्रीमान/श्रीमती, मान्यवर, महोदय/महोदया आदि	व्यावसायिक पत्र	6	66	1
(ii)	दो या दो से अधिक व्यंजनों के मेल से बनने वाले शब्द को संक्षिप्ताक्षर कहते हैं। जिसे एक ही चिन्ह के रूप में लिखा जाता है।	संक्षिप्ताक्षर	2	7	1
(iii)		उपसर्ग/प्रत्यय	1	3	1
(iv)		पद/पदाधिकारी	4	33	1
(v)	श्रुतलेख वह प्रक्रिया है जो किसी के उच्चारित शब्दों को ध्यानपूर्वक सुनकर उन्हें शुद्ध रूप में लिख लिया जाता है।		5	34	1
(vi)	आपका, आपकी, आभारी, सधन्यवाद, आदि।	व्यावसायिक पत्र के भाग	6	-	1
SECTION – B (Subjective Type Questions)					30 M
Answer any 3 out of the given 5 questions on Employability skills.					3x2=6
7.	Communication is a two-way process through which information or message is exchanged between individuals using language, symbols, signs or behaviour. Speaking, listening, reading and writing are the parts of communication.		1	1	2
8.	(i) Openness- Individuals are creative, curious, active, flexible and adventurous. (ii) Consciousness – self disciplined, work on time, take care of others. (iii) Extraversion – love to interact with people. (iv) Agreeableness – kind, sympathetic, cooperative, considerate and warm. (v) Neuroticism – tendency towards anxiety, self doubt, depression, shyness.		2	33	0.5x4 Any four
9.	(i) Sorting Data in IT refers to the process of arranging data elements in a specific order such as ascending or descending based on pre-defined criterion. (ii) It helps in data organization, making it easier to search, analyze and process information efficiently.		3	58	1x2
10.	Environmental barriers : (i) Lack of adequate resources or raw material. (ii) Non-availability of skilled labour. (iii) Lack of requisite machinery and infrastructure. (iv) Unavailability of monetary resources on time.		4	30	1X2
11.	According to UNEP-United Nations Environment Program, green jobs or green collar jobs are works in agricultural, administrative, research and development, manufacturing and service activities that contribute substantially to preserving or restoring environment quality.		5	112	2

	Answer any 3 out of the given 5 questions in 20-30 words.				3x2=6
12.		कम बिन्दू का प्रयोग	1	4	2
13.		काट का प्रयोग	3	27	2
14.	जा चुका है  सजा रखा है  खा चुका  खा रखा है 	क्रियाओं में काट के प्रयोग	3	28	2
15.	एक साथ दो बार आने वाले शब्दों को पहली बार तो पूरा लिखना चाहिए फिर दूसरी बार उस शब्द की अन्तिम रेखा को शब्द के साथ अथवा काटकर लिखना चाहिए। जैसे-देख-देखकर  धीरे-धीरे 	दो बार आने वाले शब्दों का प्रयोग	3	30	2
16.		वाक्यांश	4	50	2
	Answer any 2 out of the given 3 questions in 30-50 words each.				2x3=6
17.	(i)  (ii)  (iii) 	अभ्यास	-	63	3
18.	(i) व्यावसायिक पत्रों का लिप्यांतरण करते समय एक आशुलिपिक को पत्र के प्रत्येक भाग के स्थान की जानकारी होनी चाहिए। (ii) पत्र जिस भी शैली में लिखा जा रहा है, उस शैली के नियमों के अनुसार कंप्यूटर पर टाइप करना चाहिए। (iii) कंप्यूटर से प्रिंटआउट लेने से पहले आशुलिपिक को एक बार पूरे पत्र को पढ़ लेना चाहिए। (iv) यदि कोई गलती पकड़ में आती है तो उसे ठीक कर लेना चाहिए।	व्यावसायिक पत्र व लिप्यांतरण	6	68	3
19.	अर्द्ध-ब्लॉक और इंडेंटेंड शैली में अंतर – अर्द्ध-ब्लॉक शैली में पत्र के मुख्य भाग को छोड़कर बाकी सभी भाग इंडेंटेंड शैली की भाँति टाइप किए जाते हैं। अर्द्ध ब्लॉक शैली में पत्र के मुख्य भाग में प्रत्येक अनुच्छेद की पहली पंक्ति को टाइप करने से पहले कोई स्पेस नहीं छोड़ा जाता है, जबकि इंडेंटेंड शैली में प्रत्येक अनुच्छेद की पहली पंक्ति हाशिए से पांच स्पेस छोड़कर टाइप की जाती है।	व्यावसायिक पत्र व्यवहार की शैलियाँ	6	67	3

	Answer any 3 out of the given 5 questions in 50-80 words each.				3x4=12
20.		दिनों के नाम	4	41	(1x4)4
21.		महीनों के नाम	4	41	4
22.	(i)  (ii)  (iii)  (iv) 		2	7	(1x4)4
23.	वाक्यांशों को बिना पैसिल उठाए लिखा जाता है। इसमें दो या दो से अधिक शब्द चिन्हों का प्रयोग किया जाता है। (i)  (ii)  (iii)  (iv)  (v)  (vi) 	वाक्यांशों का प्रयोग	4	50	4
24.	आज के युग में आशुलिपि का महत्व – आशुलिपि एक ऐसी लेखन विधि है, जिसमें तेजी से कम शब्दों में बातों को लिखा जाता है। (i) तेजी से लिखने में सहायक → भाषण, इंटरव्यू को तुरंत लिखा जा सकता है। (ii) सरकारी नौकरियों में उपयोगी → कोर्ट, संसद और दफ्तरों में इसकी मांग होती है। (iii) रोजगार के अवसर → स्टेनो - ग्राफर बनने के लिए या स्वयं का कोचिंग सेंटर खोल सकते हैं। (iv) गोपनीयता → गोपनीयता बनाए रखने के लिए इसमें लिखे हुए को हर कोई नहीं पढ़ सकता।		4	42	4
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