

**RAJASTHAN HIGH COURT, JODHPUR**

**Competitive examination, 2013 for recruitment to the post of Jr. Personal Assistant scheduled to be held on 22<sup>nd</sup> & 23<sup>rd</sup> June, 2013**

**GENERAL INSTRUCTIONS FOR THE CANDIDATES**

1. Candidates are required to reach the examination centre as directed in the Admission Card. The candidate must bring one of the recognized photo ID proofs issued by the central/state government, printout of the admission card available on official web site ([www.hcraj.nic.in](http://www.hcraj.nic.in)) and required material as mentioned in the admission card for appearing in the competitive examination for Jr.P.A.
2. The candidates will be required to produce their admission cards before entering the concerned computer lab. and to take their seats 20 minutes before the commencement of the examination.
3. The High Court will provide the Computer System and Shorthand Notebook for the examination.
4. The candidates will be required to check the computer and all its peripherals such as key board, monitor etc. provided to them. If any peripheral or machine is found out of order, candidate may ask the invigilator to replace/repair it. The candidate should not shout or disturb others, but should inform the Invigilator while remaining seated quietly.
5. Every candidate will be required to sign the attendance sheet and the certificate to this effect that "he/she has checked the computer and it's peripherals provided to him/her and found them up to the mark. He/she is fully satisfied with same."
6. Scheme of examination: The examination shall include short hand dictation and transcription of the same on computer as under :

Jr. Personal Assistant (English)	Duration	Speed of Dictation	Marks
English Shorthand	10 Minutes	100 words per Minute	50
Transcription and typing of Dictated passage in English on computer	60 Minutes	-----	

- a. Two passages will be dictated, one for the purpose of trial and another final (main) passage. Candidates will be required to take dictation of these passages in **shorthand**. Trial passage containing 200-250 words will be dictated at the same speed at which the final passage will be dictated but the trial passage need not be transcribed and will not be taken into account while marking. This is only to get the candidates acquainted with the pronunciation/voice of reader.
- b. After a gap of 2-3 minutes of the dictation of trial passage, the final passage will be dictated. Before beginning of the main dictation, caution will be given to be ready.
- c. Comma, full stop, sign of interrogation, inverted comma, if appears in the main dictation passage, will be pronounced. Change of para will also be instructed by speaking "Para".
- d. The main dictation will be given @ 100 words per minute. This dictation will be of 10 minutes.
- e. After the final passage is dictated, 05 minutes time will be allowed to the candidates for reading the dictated passage.

- f. Thereafter the candidates will be required to transcribe the passage on computer within a period of 60 minutes.
7. Candidates will be provided shorthand notebooks, for writing down trial passage and final (main) passage. Candidates are required to write their name, date & roll number on the notebooks at the place specified for this purpose. Candidates are strictly directed not to write anything other than the required information at the specified place on the notebooks. **Marking of any sign/symbol disclosing the identification of the candidate elsewhere in the note book shall disqualify his candidature.**
8. **No editorial tools such as navigation, spell check etc. shall be available on the computer.** The candidates are, therefore, advised to transcribe the dictated passage with due care.
9. Steps for transcription of final(main) passage on Computer:-
  - a. Candidates are required to login the computer by entering their roll numbers and passwords provided by the invigilator.
  - b. Fill up the information regarding the roll number & name etc. on the computer screen in the column specified for this purpose.
  - c. Only when the invigilator asks to start the transcription, candidates will **click on "Start" button situated at top left corner of the screen to enable the machine for transcribing.**
  - d. As soon as candidate clicks on Start button, the timer will begin and **after lapse of 60 minutes the computer will automatically be disabled.** Candidates are, therefore, advised not to waste their time after clicking on Start button.
  - e. After transcription is completed, **only invigilator or any other person directed by him will click the "print" button** one by one roll number wise. Candidates shall remain seated until respective printouts are got signed by them and collected along with the dictation notebooks by the invigilator. **Candidates shall not take anything out of the Examination Hall and will leave it only when allowed to do so.**
  - f. **Any attempt to minimize the program will close down it.**
10. Candidate should neither tear any sheet of shorthand note book given to them nor printout. Nobody shall be allowed to create disturbance during the dictation.
11. Travelling and other expenses must be borne by the candidates themselves.
12. **Possession of mobile phone, Bluetooth or any other electronic gadget in the examination hall is strictly prohibited.** Failure to do so shall invite such disciplinary action as may deem fit, including cancellation of candidature. Candidates are advised in their own interest not to bring these gadgets to the examination centre as there will be no facility for their safe-keeping.
13. **Any request for change in time/date/centre/medium of the test will not be entertained under any circumstances.**
14. **Candidates must abide by further instructions, if any, which may be given to them by the Supervisor/Invigilator in the examination centre. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the test or such other penalty as may deem fit.**