

**RAJASTHAN HIGH COURT, JODHPUR**

**COMPETITIVE EXAMINATION FOR DIRECT RECRUITMENT TO  
THE POST OF JUNIOR PERSONAL ASSISTANT (ENGLISH), 2019**

**GENERAL INSTRUCTIONS FOR CANDIDATES:**

1. Candidates are required to download their respective Admit Card from the link '**Admit Card**' provided on official website of Rajasthan High Court [www.hcraj.nic.in](http://www.hcraj.nic.in) by entering their respective **User ID** and **Password**.
2. Candidates are required to bring such Admit Card to seek the admission in the relevant examination Centre. Candidate, who does not possess the Admission Card, would not be allowed to appear in the examination.
3. Candidates shall reach the Examination Centre well before the reporting time as mentioned in the Admit Card failing which he/she may not be allowed to appear in the test.
4. The candidates will be allowed to enter into the examination centre **at the Reporting Time mentioned in the Admit Card**.
5. Late comers may be allowed to enter at the discretion of Nodal Officer & the Centre Superintendent, on being satisfied with the reason expressed by the candidate for delay. **No candidate will be allowed to enter the examination centre beyond 15 minutes of the Reporting Time.**
6. Every Candidate must bring with him **one of the original Photo Identity Proofs (Aadhaar Card/Driving License/ Voter ID card/ Passport/Pan Card) along with its Xerox Copy and a recent coloured photograph**. The candidates are directed to mention their Roll Number on the Xerox copy of photo ID proof.
7. **Every Candidate must ensure that he/she sits on the seat specified for him/her by verifying the Roll Number appearing on the seat with his/her Admission Card.**
8. **Request for change of Examination Centre/Date & Shift of Examination shall not be entertained under any circumstances.**
9. **The Candidates must ensure that they have properly filled in all the required information such as Roll Number, Name etc. on the Shorthand Notebook at the relevant and specified space.**

- 10.No candidate would be allowed to leave the examination room (Lab) until the examination is over.
- 11.No T.A. & D.A. shall be admissible to the candidates for appearing in the examination.
- 12.Mobile Phone, Bluetooth, Smart Watch, Calculator, Pager or any kind of Electronic/ Communication Device, slide rule, geometry box, Bag etc. shall not be permitted within the precincts of Examination Centre. Candidates shall not bring these articles, as there is no arrangement of safe keeping. Rajasthan High Court/ Centre Superintendent shall not be responsible for any loss/damage of these articles.
- 13.Candidates must not leave their seats until all the Shorthand Notebooks are collected by the invigilator.
- 14.Before handing over the Shorthand Notebooks, make sure that the Roll Number and other particulars on the cover page are correctly filled in.
- 15.The Candidate, who disobeys the instructions issued by the Nodal Officer(s) or who is found guilty of rude or disobedient behavior, shall liable to be instantly expelled from the examination Room/ Hall.
- 16.Candidates violating these instructions and instructions mentioned in admit card will be debarred from this examination and/or any other examination to be conducted by Rajasthan High Court in future and may also be subjected to penal action.

**Procedure for Shorthand Speed Assessment Test (Stenography Test)**

1. Candidates shall take their respective seats after checking their respective roll number on the Computer Table.
2. Candidates shall follow the instructions as communicated by the invigilator or through speakers.
3. Candidate once entered the examination room (Computer Lab.) shall not be allowed to leave the room before completion of whole process of the Examination (Test).
4. Candidates shall check all the computer peripherals such as Key Board, Monitor etc. for which they can click on the icon of **Peripheral Check** available on desktop and type whatever they want to check the

working of peripherals and the Computer. If any of peripherals or machine is found out of order, they may ask the invigilator to replace it. Meanwhile, any of the candidates should not shout or disturb others but should remain seated quietly and wait for further change/replacement. After checking the peripherals, candidates shall click on **Close** button.

5. Before dictating the final shorthand passage, a trial passage (3 minutes duration) containing 270 words shall be dictated **through Speaker** to the candidates at the same speed at which the final passage is intended to be dictated.
6. After lapse of 5 minutes of the dictation of trial passage, the Final passage having duration of 8 minutes shall be dictated **through Speaker** keeping in view the uniformity of speed.
7. Candidates shall login the program for transcription immediately after the Final passage is dictated for which the invigilator shall ask them to do so. The candidates are required to enter their respective particulars as instructed by the invigilator or otherwise and start transcribing the trial passage, if they wish to be familiar with the program. **The trial passage will not be taken in to account while marking, if transcribed.** Two minutes time shall be allowed for this purpose.
8. 5 minutes time shall be allowed for reading the final passage thereafter.
9. The candidates are required to transcribe the final passage on computer for which **60** minutes time shall be allowed.
- 10. No editorial tools such as delete, navigation, spell check, auto correct etc. shall be provided on the computer, therefore, candidates are advised to transcribe the dictated passage with caution. Back space key can be used by the candidates.**
- 11. Candidates must take care of duration of every step as the program shall stop working automatically after completion of time scheduled for every step.**

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