

**RAJASTHAN HIGH COURT, JODHPUR**

**Competitive Examination for direct recruitment to the  
post of Stenographer, 2020**

**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 shall bring such Admit Card to enter their respective examination centre, else he/she would not be allowed to appear in the examination.
3. Every Candidate must bring with him:
  - a. One of the original Photo Identity Proofs (Aadhar Card/Driving License/Voter ID card/ Passport/Pan Card)
  - b. Xerox Copy of above photo identity proof and mention Roll Number on the Xerox copy
  - c. A recent passport size colored photograph.
4. Candidates shall reach the Examination Centre well before the reporting time as mentioned in the Admit Card. 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.
5. Every Candidate must ensure that he/she sits on the seat specified for him/her by verifying the Roll Number shown on the seat with his/her Admit Card.
6. Request for change of Examination Centre/Date & Shift of Examination shall not be entertained under any circumstances.
7. 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.
8. No candidate would be allowed to leave the examination room (Lab) until the examination is over.
9. 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.
10. **Every candidate shall follow the guidelines issued by Central/State Government regarding COVID19, such as**

**wearing of face mask, hand sanitization, social distancing etc.**

11. The Candidate who:
- a. disobeys the instructions issued by the Nodal Officer(s);
  - b. violates general instructions for candidates;
  - c. violates instructions mentioned in admit card; or
  - d. found guilty of rude or disobedient behavior,
- shall liable to be debarred from this examination and other examination to be conducted by Rajasthan High Court in future and may also be subjected to penal action.
12. No T.A. & D.A. shall be admissible to the candidates for appearing in the examination.

**Procedure for Shorthand Test**

1. Candidates shall take their respective seat after checking their Roll Number on the Computer Table.
2. Candidates shall follow the instructions as communicated by the Invigilator or through audio system.
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.
4. Candidates shall check all the computer peripherals such as Key Board, Monitor, Mouse etc. for which they can click on the icon of "*Peripheral Check*" available on desktop and type whatever they want in order to check the working of Computer and its peripherals.
5. If any of peripherals or machine is found out of order, they may ask the Invigilator to replace it, meanwhile, he/she should not shout or disturb others and wait for change/replacement. After checking the peripherals, candidates shall click on "*Close*" button.
6. Before dictating the final shorthand passage, a trial passage shall be dictated through Audio System at the same speed at which the final passage is intended to be dictated.
7. The trial passage need not to be transcribed and will not be taken into account while marking.
8. After lapse of 5 minutes of the dictation of trial passage, the Final passage having duration of 6 minutes shall be dictated through Audio System.
9. Candidates shall login the program for transcription immediately after the Final passage is dictated for which the Invigilator shall ask them to do so and start transcribing the trial passage, if

- they wish to be familiar with the program. Two minutes time shall be allowed to transcribe the trial passage as practice test.
10. Thereafter, 5 minutes time shall be allowed for reading the final passage.
  11. The candidates are required to transcribe the final passage on computer for which 50 minutes time shall be allowed.
  12. 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. Candidates must take care of duration of every step as the program shall stop working automatically after completion of time scheduled for every step.

### **Procedure for Speed & Efficiency Test**

1. After a gap of 5 minutes of "*Shorthand Test*", Speed test will be started for which candidates shall have to type the material appeared in first half of the computer screen at second half of the computer screen. The candidates can **scroll down the page of the question passage** and type the same until the complete material is typed. Language of Question Passage shall be such as the candidate opted for Shorthand Test.
2. **No editorial tools such as delete, navigation, spell check etc. shall be provided on the computer, therefore, candidates are advised to type the questioned passage with caution. Back space key can be used. However, except copy-paste and right click, all other keys will be enabled at the time of Efficiency Test.**
3. **Candidate shall not use any other keys other than keys allowed and are necessary to be used for typing. Evaluation of the whole examination including Shorthand Test, Speed Test and Efficiency Test shall be carried out programmatically, therefore, use of unauthentic keys may affect the evaluation, for which the candidate shall himself be liable.**
4. The invigilator shall distribute the question paper for Efficiency Test to the candidates.
5. After completion of Speed test, 5 minutes time shall be allowed and thereafter, Efficiency Test of 10 minutes duration shall be commenced.

6. Candidates shall hand over the Question Paper of Efficiency Test to the Invigilator on completion of Efficiency Test, after signing the certificate regarding computer peripherals.
7. Entire work of the examination shall be evaluated programmatically, therefore, Candidate must not enter or insert any field, word or character other than asked in the question paper during the Computer Test. Entering "*Enter Key*" or inserting new field would change the default setting and such answers would not be evaluated even though the task has been completed successfully by the candidates.
- 8. Candidates must take care of duration of every test as the program shall stop working automatically after completion of time scheduled for every step.**

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