

RAJASTHAN HIGH COURT, JODHPUR

Efficiency Test for Promotion to the Post of Senior Personal Assistant-cum-Judgement Writer

General Instructions for Candidates & procedure of Efficiency Test

1. Candidates are required to obtain their respective Admission Card from the office of the registrar (Exam), Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur, as the case may be.
2. Candidates shall bring with them the following:-
 - a. Candidate shall have to bring Admission Card to appear in the examination failing which he/she shall not be allowed to appear in the examination;
 - b. Original Photo Identity Card issued by Rajasthan High Court;
 - c. Xerox Copy of the Identity Card, the candidates are directed to mention their roll number & signature on the Xerox copy of photo ID proof;
 - d. Two recent coloured photograph of 2.5cm x 2.5cm size; and
 - e. Black/Blue Ball pen, Pencil, Eraser and Sharpener.
3. Candidates shall reach the Examination Centre well before the reporting time as mentioned in the Admission 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 Admission Card.
5. 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.
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. No T.A. & D.A. shall be admissible to the candidates for appearing in the examination.
10. Mobile Phone, Bluetooth, Smart Watch, Calculator, Pager or any kind of Electronic/ Communication Device, slide rule, geometry box, Bag, Sharp edged object 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.

11. Candidates must not leave their seats until all the Shorthand Notebooks are collected by the invigilator.
12. Before handing over the Shorthand Notebooks, make sure that the Roll Number and other particulars on the cover page are correctly filled in.
13. The Candidate, who disobeys the instructions issued by the Nodal Officers) or who is found guilty of rude or disobedient behavior, shall liable to be instantly expelled from the examination Room/ Lab.
14. Candidates violating these instructions and instructions mentioned in Admission 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.
15. The information under the Rajasthan Right to Information (High Court and Subordinate Courts) Rules, 2006 shall be provided as per Rules, on the application(s) submitted within 06 months from the date of declaration of final result. However, no information shall be provided on the application submitted beyond 06 months from the date of declaration of final result.

Procedure for Efficiency 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 in 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, 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 shall not shout or disturb others but shall 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 of 200-250 words shall be dictated through Speaker to the candidates at the same speed at which the final passage is intended to be dictated.
6. Candidates shall login the program for transcription immediately after the Trial 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 into account while marking, if transcribed. Two minutes time shall be allowed for this purpose. Candidate can skip the transcribing of trial passage by clicking SKIP button.

7. After transcribing of trial passage, the Final passage having duration of 6 minutes shall be dictated through Speaker. Final passage will start after announcing "Ready Start" by announcer. The said words "Ready Start" is not to be transcribed in Short Hand Notebook or Computer and after announcing the words "Ready Start" all the dictated words will be write/transcribe/type. The final passage shall not be repeated under any circumstances.
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 45 minutes time shall be allowed.
10. No editorial tools such as delete, navigation, spell check, auto correct, cut-copy-paste & right click functions etc. shall be provided on the computer, therefore, candidates are advised to transcribe the dictated passage with caution. Back space key will be enabled. Candidates must take care of duration of every step as the program shall stop working automatically after completion of time scheduled for every step.
- 11. Candidate shall not use any other keys other than keys necessary to be used for transcription and typing. Use of any other key might exit you from the main screen and you will be responsible for loss of typed passage. In such case you will have to type afresh after re-login to continue for transcription. Evaluation of the whole examination shall be carried out programmatically by the computer; therefore, use of unauthentic keys may affect the evaluation for which the candidate himself shall be liable.**
12. The time of the candidate will start as soon as he/she clicks the "Login" button and shall automatically stop after the schedule time for every step and the candidate won't be able to type after completion of scheduled time. The timer on the screen shows the remaining time, therefore, candidates must take care of duration of examination.
13. Entire work of the examination shall be evaluated programmatically; therefore, candidate must not enter or insert any field, word or character during the examination. Pressing enter key or inserting new field would change the default setting and work performed would not be evaluated even though the task has been completed successfully by the candidates.
14. When the scheduled time expires, the transcribed passage will automatically be saved. But you should remain seated quietly and return your shorthand notebook to the invigilator.

Speed and Time of the Efficiency Test

1. Shorthand (English) 100 words per minute
Or
2. Shorthand (Hindi) 80 words per minute

Note: 6 minutes dictation given in Shorthand shall be transcribed within 45 minutes

Method of Evaluation of Transcribed Sheets

1. The following mistakes shall be counted as full or partial mistakes, as the case may be –
 - a. The following shall be counted as full mistakes-
 - i. Omission of words or figure.
 - ii. Substitution of wrong word or figure.
 - iii. Misspelling.
 - iv. Two partial mistakes will be equal to one full mistake.
 - b. The following shall be counted as partial mistakes-
 - i. Error or Omission in punctuation.
 - ii. Wrong use of capital or small letters.
 - iii. Wrong indentation of paragraph.
2. The margin of 5% mistakes, may be allowed. If the mistakes/omissions are more than 5% of the dictated passage, the excess number of mistakes over 5% shall be deducted from the total number of words dictated and the speed will be calculated.
3. The following formula will be adopted for assessment of speed and awarding of marks for Efficiency Test:

$$\text{Speed} = \frac{\text{Actual Correct Words Typed} + \text{Permissible 5\% mistakes or actual committed mistakes, (Whichever is less)}}{\text{Duration of Dictation (6 Minutes)}}$$

$$\text{Marks} = \frac{\text{Actual Correct Words Typed} \times \text{Max. Marks (100)}}{\text{Total Dictated Words}}$$

Actual Correct Words Typed = Total Dictated Words — Actual Committed Mistakes.