

PROCESS FOR RECRUITMENT TEST FOR THE POST OF PERSONAL ASSISTANT IN THE HIGH COURT OF JHARKHAND, RANCHI-

Test of Stenography and Typing - 90 Marks, Personality Test and Interview - 10 Marks

1. One passage containing **500** words each in English for the post of Personal Assistant will be provided for dictation as trial.
2. Before dictating the final short hand passage to the candidates, the trial passage would be dictated at the same speed at which the final passage would be dictated.
3. The trial passage would not be transcribed and taken into account for evaluation, it will be only for checking the efficiency of audio system and computer system.
4. After the lapse of five minutes of dictation of trial passage, the final passage would be dictated by the same person keeping in view the uniformity of speed.
5. After the dictation of final passage, 30 (thirty) minutes time would be allowed to the candidates for going through the dictated passage and to transcribe the same in the computer.
6. Dictation of shorthand would be of 05 (five) minutes @ **100** words per minute.
7. A Typing test of 400 words would be taken separately after the transcription of the final passage on computer for 10 minutes @ 40 W.P.M.
8. Candidates are advised to continue typing till 10 minutes in full, in doing so they might repeat the same text after completing the whole passage, if they can, that will be counted in deciding the speed.
9. The Typing test would be of qualifying nature.
10. A panel of successful candidates shall be prepared on the basis of total marks obtained in the transcription of stenography and interview.
11. Out of the successful candidates of the Stenography and Typing Test, candidates of only three times the number of vacancies in each category be called for interview.

**Sd/-
Registrar General**