



सत्यमेव जयते

संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH
GENERAL ADMINISTRATION
DEPARTMENT

F.No: A-12/9/2024-GAD SEC

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यूटी सचिवालय/UT Secretariat
लेह/Leh, Dated the : 9th August, 2024

NOTICE

No: A-12/9/2024-GAD SEC

Dated:09.08.2024

**Notice for Skill Test Stenography- Junior Stenographer (Post Code: NW22523)
- Advertisement No. Selection Posts/Ladakh/2023-reg**

This notice is to inform all eligible candidates who have qualified the Type Test for the post of *Junior Stenographer*, as listed in *Annexure-I* attached to this notice, that their ***Skill Test (Stenography)*** will be conducted on **14th August, 2024** at the venue: **Industrial Training Institute (ITI) Leh.**

Candidates are advised to report at the venue on the scheduled date at **11:00 am.** If a candidate fails to appear for the Skill Test on the scheduled date and time, his/her candidature for the post will be treated as canceled.

The instructions to the candidates for the *Skill Test (Stenography)* are attached as *Annexure-II* to this notice. Candidates are advised to carefully read the instructions before appearing for the *Skill Test*.

(Mohd Taqi) JKAS

Under Secretary to Administration

Copy to:

1. *Deputy Commissioner/CEO LAHDC Kargil/Leh for wide publicity.*
2. *Regional Director, SSC, NWR Chandigarh.*
3. *Joint Director Information for wide publicity.*
4. *Director & OIC, NIC, Ladakh for uploading on UT website.*
5. *E-office file*

ANNEXURE-I

Skill Test of Candidates for the post of Junior Stenographer (Post Code: NW22523
scheduled at Industrial Training Institute (ITI) Leh on 14th August, 2024.

S.No	Registration No	Roll No.	Candidate Name	Reporting Time
1	40002408041	7313002325	JIGMET GYALSON	11.00 AM
2	40001457992	7313000768	STANZIN DADUL	11.00 AM
3	40002713176	7313002764	PADMA YOUTOL	11.00 AM
4	40001020280	7313001400	JIGMET ANGMO	11.00 AM
5	76000014216	7313002567	RIGZIN YANGDOL	11.00 AM
6	40001103662	7313011297	SONAM DOLKAR	11.00 AM

A handwritten signature in blue ink, consisting of a stylized, cursive name that appears to be 'mtiqh'.

Annexure "II"
Instructions to Candidates for Type Test.

1. The Skill Test is a qualifying test only, the criteria is mentioned as below:

<i>Post</i>	<i>Time/Paragraph</i>
<i>Junior Stenographer</i>	<i>Dictation of 10 minutes @ 65 w.p.m of a paragraph of 650 words. Transcription: 65 Minutes (English).</i>

2. All candidates whose names have been shortlisted for the Skill Test Stenography are advised to report to the venue on the scheduled date half an hour before the Reporting Time as mentioned in the attached lists. If you fail to appear for the skill test on the scheduled date and time, your candidature for the post will be treated as cancelled.
3. Candidates are required to bring attested copies of the following certificates/documents along with the originals thereof at the time of the skill test failing which they may not be admitted to the test.
- i. Admit card issued at the time of Computer Based Test (CBT).*
 - ii. It is mandatory to carry at least one of the following Photo identity card*
 - a) Aadhar Card*
 - b) Voters ID Card*
 - c) Driving License*
 - d) PAN Card*
 - e) Passport*
 - f) ID card issued by College*
 - g) Employer ID Card*
 - h) Or any other valid ID card issued by the Central/State Government*
 - iii. A recent passport size photograph (to be pasted on the admission certificate).*
4. The candidates will be required to take their seats ten minutes before the commencement of the Test.
5. Every candidate will be supplied an Attendance Sheet with his/her Roll number. He/She will be required to sign it and put his/her Left-Hand Thumb impression and paste the recent photograph in the presence of the Board Officers before the beginning of the Test.



8. Candidates shall not be permitted to leave the Examination Hall after the expiry of the Test. On completion of the test, they shall remain seated at their desks and wait until their transcribed paragraph is printed which is required to be signed by the candidates.
9. Silence must be observed in the Examination Hall.
10. Candidates must abide by further instructions, if any, which may be given to them by the Board Officer. 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 the Administration may deem fit.
11. No separate admit card will be issued. Therefore, you are advised to bring admit card already issued at the time of the Computer Based Test (CBT) for the post along with all the documents as stated above.



Mohd Taqi(JKAS)

Under Secretary to Administration