

Date 01/01/2024

RECRUITMENT COMMITTEE, DISTRICT COURTS, GURUGRAM
PUBLIC NOTICE-CUM-INSTRUCTIONS TO CANDIDATES

ENGLISH SHORTHAND AND TRANSCRIPTION(Typing) TEST FOR AD-HOC APPOINTMENT TO THE POSTS OF STENOGRAPHER GRADE-III (ENGLISH)

All candidates whose roll numbers appear in the list of eligible candidates uploaded on the official website of District Courts, Gurugram are hereby informed that the English Shorthand Test and Transcription (typing) for ad-hoc appointment to the posts of Stenographer Grade-III (English) will be conducted as per the following schedule:

Date of Examination	15.06.2026 (Monday)
Venue	DPG Degree College, 70A, Delhi-Jaipur Expressway, Gurugram
Total Eligible Candidates	1,085 (Roll Nos. 1 to 1085)
Examination held in	Two batches (as per roll-number ranges given below)

1. Batch-wise Reporting Schedule

Since admit cards have not been issued, candidates shall appear strictly as per the roll-number ranges notified below. No candidate will be permitted entry after the gate-closing time of his/her batch.

Batch	Roll Number Range	Report By	Entry Gate Closes	Test Begins
Batch-I	Roll Nos. 1 to 543	9:00 AM	10:30 AM	11:00 AM
Batch-II	Roll Nos. 544 to 1085	12:30 PM	2:00 PM	2:30 PM

Duration of test: Two trial passages (2 min) + dictation 5 min (at 80 w.p.m.) + silent reading of notes 5 min + transcription 20 min (at 20 w.p.m., in double space) — total 32 minutes.

2. Documents / Articles to be Brought by Every Candidate

As no admit card has been issued, every candidate must bring the following, failing which he/she may not be permitted to appear:

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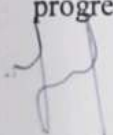
1. A self-printout of the page of the eligible-candidates list (uploaded on the website) showing the candidate's own name and roll number, to be produced at the checking desk in place of an admit card.
2. One original photo identity document (Aadhaar / Voter ID / Passport / Driving Licence / PAN), along with one self-attested photocopy of the same.
3. Two recent passport-size photographs — one to be affixed on the attendance/verification sheet and the second on the answer-material cover, for record and identity purposes.
4. Candidate's own shorthand pen/pencil, and one or two blue/black ball pens.
5. Reserved-category candidates: a self-attested copy of the category certificate issued by the competent authority, for record.

3. General Instructions

1. Candidates must report at the time indicated for their batch. Entry will close at the notified gate-closing time and no candidate will be admitted thereafter, under any circumstances.
2. No candidate will be permitted to appear without a valid original photo identity document and the self-printout of the eligible-list page showing his/her roll number.
3. Mobile phones, smart watches, Bluetooth/electronic devices, calculators, books, printed or written material and loose papers are strictly prohibited inside the examination hall. Candidates carrying such items will be liable to be debarred.
4. Candidates shall occupy only the seat/computer allotted against their roll number and shall not change their seat. The roll number shall be written only at the place provided; the candidate shall NOT write his/her name or make any identifying mark anywhere on the answer material.
5. Candidates are advised to keep themselves updated through the official website of District Courts, Gurugram (<https://gurugram.dcourts.gov.in/notice-category/recruitments/>). No separate intimation will be sent.

4. Shorthand Dictation

6. Before the actual dictation, candidates will be given two trial passages of one minute's duration each. These trial passages are meant only to enable candidates to settle to the dictation speed and need NOT be transcribed.
7. Thereafter, the actual passage in English of 400 words will be dictated at a speed of 80 words per minute, over a period of about 5 minutes.
8. Candidates shall take down the dictation in shorthand only in the answer notebook supplied by the office. Use of any personal notebook or loose sheets is not permitted. Candidates may use their own shorthand pen/pencil.
9. The dictation will be given once only. Candidates must take down the passage during dictation and shall not begin transcription while the dictation is in progress.



10. As soon as the dictation is over, candidates shall read their shorthand notes silently for five minutes, at their allotted seats. No writing, typing or transcription shall be done during this reading period.
11. Absolute silence shall be maintained during dictation and during the reading period. Any candidate causing disturbance may be expelled.

5. Transcription

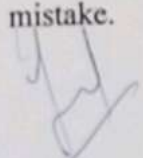
12. The time for commencement of transcription will be announced by the Venue Supervisor as soon as the five-minute reading period is over. Candidates shall not begin transcription before this announcement.
13. A period of 20 minutes will be allowed for transcription (typing), computed at the prescribed transcription speed of 20 words per minute. The transcription must be completed — including comparison, correction, etc. — within this stipulated time.
14. Transcription shall be done in the font and size notified at the venue and in DOUBLE LINE SPACING. Spell-check, auto-correct, auto-complete, predictive text and grammar-check have been disabled on all computers; candidates shall not attempt to enable or alter any system setting.
15. Candidates shall enter only their roll number in the space indicated and shall save the transcript strictly as instructed by the invigilator.

6. Criteria for Checking of Shorthand / Transcription Answer Sheets

Mistakes — the following shall each be counted as a mistake:

1. Every omission of a word, mark or figure, including omission of a definite article (the) or indefinite article (a or an).
2. Every substitution of a word or figure in place of a word or figure dictated.
3. Every addition of a word or figure, or a group of words or figures, not occurring in the passage dictated.
4. Mis-spelling, including transposition of letter/letters/figure in a word/figure, and also omission or repetition of letters in a word.
5. Wrong use of a capital letter for a small letter and vice-versa.
6. Where there is no space between two words, a mistake will be counted. However, an undesired space between two words will be ignored; but if there is an undesired space between a word and a full stop (.), one mistake will be counted.

Notes:

- i. Where there is more than one error in a single word, all the errors are counted, but the total mistakes in that single word will be treated as one mistake.
 - ii. There is no provision of a half mistake; every mistake will be counted as one mistake.
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- iii. Putting a sub-rule or sub-section with or without bracket, in small or capital letters, and with or without hyphen, will be ignored.
- iv. Substitution of a currency value with words or figures will be ignored.
- v. Paragraph indenting will not be counted as a mistake.
- vi. Substitution of the manner of writing dates will be ignored, for example: 04 July 1990, or 04/07/1990, or 04.07.1990, or 04-07-1990.
- vii. Words that may be typed either way are ignorable, for example: % / percent; & / and; ₹ / Rs. / Rupees; Ld. / Learned; v/s / vs. / Versus; u/s / Under Section, and similar. However, an arbitrary abbreviation will be treated as a mistake.
- viii. The evaluator, in his discretion, may treat any word as a mistake if found to be incorrectly typed as per common sense and the standard practices of stenography, provided the same formula is applied uniformly to all candidates.
- ix. Although full caution has been taken to rule out any doubt, even then, in case of any discrepancy, anomaly, variation or doubt regarding any word, letter, figure, symbol or mark, the same may be resolved at any stage of the recruitment process.

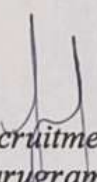
7. Computer Proficiency Test

16. The Computer Proficiency Test (word-processing and spreadsheet) will NOT be held on 15.06.2026. Only candidates who qualify the Shorthand Test and Transcription will be called for the Computer Proficiency Test, the date and venue of which will be notified separately on the official website. The said test is qualifying only and its marks will not count towards the final merit.

8. Conduct and Disqualification

17. Use of unfair means, copying, exchange of material, possession of prohibited items, impersonation, or any attempt to influence the examination process shall lead to immediate cancellation of candidature, besides such other action as may be warranted under law.
18. Candidates shall not leave the hall during dictation or transcription without the permission of the invigilator, and must hand over all answer material before leaving.
19. The decision of the Recruitment Committee on all matters relating to the conduct and evaluation of the test shall be final and binding on the candidates.

Dated: 06.06.2026


Recruitment Committee,
Gurugram