

**OFFICE OF THE CHAIRMEN, DEPARTMENTAL PROMOTION CUM ADMINISTRATIVE
COMMITTEE & ADJ-01, JAIPUR METROPOLITAN-II**

Instructions for Shorthand Test to be held on 13.03.2024 Time 09:00 AM

Instruction for Candidates:-

1. The shorthand test will be conducted at Meeting Hall, ground floor, new building, Jaipur Metro-II. All the candidates must reach at Meeting Hall before the scheduled time.
2. Candidates must furnish their name, post and posting court name on the shorthand diary/answer sheet failing which the answer sheet will not be evaluated and Zero marks will be awarded. It is the responsibility of the candidates to ensure that they should furnish all requirements.
3. Candidates are required to bring their own pen / pencil. Shorthand diary & paper will be provided by the Department.
4. The shorthand test shall include shorthand dictation and transcription of the same in handwriting as follows:-

Duration of Dictation:-

Hindi Shorthand	-	8 minutes @ speed 75 w.p.m.
English Shorthand	-	8 minutes @ speed 85 w.p.m.

Time allowed for transcription:-

Hindi Shorthand	-	50 minutes
English Shorthand	-	50 minutes

5. Before dictating the final shorthand passage to the candidates a trial passage containing 200-250 words will be dictated at the same speed at which the final passage is intended to be dictated. The trial passage need not be transcribed and will not be taken into account while marking. After a lapse of two three minutes of the dictation of trial passage, the final passage will be dictated by the same person keeping in view the uniformity of speed. After the passage is dictated, five minutes time will be allowed to candidates for reading the dictated passage. The candidates shall be required to transcribe the passage in handwriting. The trial passage, the shorthand sheets and transcription sheets should be attached together. All the three sheets should bear the name, date and posting court name of the candidate alongwith signature at the end of shorthand and transcribed writing.
6. Typing speed test on Computer will also be conducted on 14-03-2024 & 15-03-2024 as per rules.
7. Mobile phone, bluetooth devices or any other electroic gadgets shall not be allowed in examination hall.
8. Sr. Number/Roll Number will be provided to the candidates at the meeting hall.



CHAIRMEN

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