PUBLIC NOTICE

Subject: Recruitment of 08 (Eight) Stenographers on adhoc basis against the vacancies advertised vide advertisement dated 07.11.2026 – Instructions regarding shorthand test and other related matters.

In continuation of the advertisement dated 07.11.2026, issued for filling up 08 (Eight) vacancies for the posts of Stenographer on adhoc basis in Sessions Division, Nuh, and in pursuance of the decisions taken by the Selection Committee in its meeting held on 26.11.2026, all the concerned candidates are hereby informed and directed to comply with the following instructions:

1. Removal of discrepancies/deficiencies in applications: All candidates whose applications have been found to contain discrepancies/deficiencies, as specifically mentioned against their respective names in the Remarks column of the consolidated list, shall remove the said discrepancies and submit the requisite documents/certificates, wherever required, on or before 30.11.2026, i.e. the date of examination. In case any candidate fails to remove the discrepancies/deficiencies within the stipulated period, his/her candidature shall be liable to be cancelled.

2. Candidates who have not submitted the requisite caste certificates: Candidates who have applied under reserved categories but have not submitted the requisite caste certificates prescribed for their respective categories shall be treated under the **Unreserved (General) Category**, subject to fulfilment of the prescribed eligibility conditions applicable to the said category.

3. Candidates whose applications have been received through the Employment Exchange: Such candidates are directed to submit their duly filled-in application forms along with all requisite certificates/documents and duly affixed photographs on or before 30.11.2026. In case of failure to comply with the aforesaid directions within the stipulated period, their candidature shall be liable to be cancelled.

4. Date, time and venue of examination: The shorthand test for the aforesaid posts shall be conducted as per the following schedule:

- **Date of Examination:** 30.11.2026
- **Reporting Time:** 10:00 AM
- **Venue:** District Legal Services Authority, Nuh.

5. Items to be brought by the candidates: All candidates appearing in the shorthand test shall bring their own shorthand notebook, pencil and pen for the purpose of the examination. No such stationery items shall be provided by the office.

6. Dictation for the shorthand test: A passage comprising **400 words shall be dictated to the candidates within a period of 05 minutes** for the purpose of the shorthand test.

7. Procedure and criteria for evaluation of the shorthand test: The pattern and criteria adopted by the Hon'ble Punjab and Haryana High Court, Chandigarh, for checking the answer sheets of the Stenographer Grade-III (on adhoc basis) test shall be followed for the present recruitment. Accordingly, the following shall be treated as mistakes while evaluating the transcribed passages:

(i) Every **omission** of a word, mark or figure, including omission of a definite article (the) or an indefinite article (a or an).

(ii) Every **substitution** of a word or figure in place of the word or figure actually dictated.

(iii) Every **addition** of a word or figure which does not occur in the passage dictated.

(iv) Every **misspelling**, including transposition and repetition of letters in a word, as well as omission of any letter/letters/figure from a word/figure.

(v) Wrong use of capital letters in place of small letters and vice versa.

(vi) Where there is **no space between two words**, the same shall be counted as one mistake.

8. Qualifying criteria for the shorthand test: The maximum permissible limit for qualifying the shorthand test shall be **32 mistakes**. Accordingly, candidates committing more than 32 mistakes shall be treated as unsuccessful in the shorthand test, and their answer sheets shall not be checked further. Further, in cases where the transcription is incomplete and the mistakes already committed exceed 32, the remaining/incomplete portion of the transcription shall not be required to be checked.

9. Publication of roll number-wise list: The list of candidates containing their respective roll numbers shall be uploaded on the official website of District Courts, Nuh, before the date of examination. All candidates are advised to visit the official website regularly and take note of their respective roll numbers and other relevant instructions.

All concerned candidates are directed to strictly comply with the aforesaid instructions. Any failure to comply with the prescribed directions within the stipulated period shall entail consequences as mentioned above.