

Annexure:- Evaluation Criteria
Office of District & Sessions Judge, Barnala

NOTICE

It is for the information of all the provisionally eligible candidates that the following evaluation criteria shall be followed for calculating marks/mistakes in the Shorthand Test/Spreadsheet Test.

(A) Evaluation Criteria for Shorthand Test:

- (i) A dictation of 200 word paragraph will be given to the candidates at speed of 80 words per minute.
- (ii) Candidates will be allotted 10 minute for transcription i.e.at speed of 20 words per minute.
- (iii) **Qualifying Benchmark:** No candidate shall be considered to have qualified the test, if he/she commits more than 12% mistakes.
- (iv) Mistakes shall include:
 - Incorrect letters/spelling mistakes;
 - Omission of words/text;
 - Incorrect punctuation;
 - Insertion of extra letters/words not present in the original text, etc.

(B) Evaluation Criteria for Spreadsheet Test:

- (i) The said Spreadsheet Test is qualifying in nature and its marks will not be counted towards the main merit.
- (ii) The Spreadsheet Test would be of 10 marks.
- (iii) **Marking Distribution:**
 - 6 marks for accurate data entry of figures;
 - 2 marks for the correct result/output;
 - 2 marks for the correct formula used;
- (iv) **Qualifying Benchmark:**

A candidate must secure a minimum minimum of 40% (i.e. 4 or more marks out of 10) to qualify. The time allotted for this test will be 10 minutes.

Sd/-

(Recruitment Committee)