OFFICE OF THE DISTRICT & SESSIONS JUDGE, LUDHIANA

Employment Notice No. 3 of 2025

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 for the posts of Stenographer Grade-III on adhoc basis scheduled to be held on 14.10.2025 & 15.10.2025: -

- **<u>Evaluation Criteria for Shorthand Test.</u>**

➤ A dictation of 200 words paragraph will be given to the candidates at speed of 80 words per minute which will be transcripted by them in 10 minutes i.e. at speed of 20 words per minute. No candidate shall be considered to have qualified the test, if he/she commits more than 12% mistakes

➤ The followings shall be considered as mistake:

- Incorrect letters/ spelling mistakes;
- Missed words/text;
- Incorrect punctuation;
- Extra letters/words not in the original text, etc.

- **<u>Evaluation Criteria for Spreadsheet Test.</u>**

➤ The said Spreadsheet Test would only be of qualifying in nature and marks of the same would not be counted towards the main merit.

➤ The spreadsheet test would be of 10 marks out of which 6 marks would be of the figures entered, 2 would be of the result/output of the data and 2 marks would be of the correct formula used. For the said test 10 minutes would be given to the candidate and to qualify Spreadsheet Test, a candidate shall have to secure 40% or more i.e. 4 or more marks.

*Note: The test may be conducted on LibreOffice and Writer LibreOffice Calc (OS-Ubuntu).

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