

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE
EAST JAINTIA HILLS DISTRICT :: KHLIEHRIAT**

No. KHLT/DSJ.68/2021/195

Dated, Khliehriat 10th June, 2025

NOTICE

Recruitment for the posts of Stenographer Grade-II and Stenographer Grade-III

REFERENCE: **No. KHLT/DSJ.134/2025/6 dated 24.04.2025**
 No. KHLT/DSJ.135/2025/7 dated 24.04.2025

Pursuant to the aforesaid notices, this is for the information of all candidates eligible to participate in the recruitment process that the Speed Test will be conducted as per the following schedule:

For the post of Stenographer Grade-II:

Date & Time: **24.06.2025 at 2:00 PM**

Venue: **Jaintia Eastern College, Khliehriat**

For the post of Stenographer Grade-III:

Date & Time: **24.06.2025 at 3:00 PM**

Venue: **Jaintia Eastern College, Khliehriat**

Candidates are advised to refer to the advertisement notice dated 12.03.2025 for eligibility criteria. As per the notice:

For the post of Stenographer Grade-II:

Bachelor Degree from a recognized University with diploma in Stenography in English with minimum speed of 100 words per minute in shorthand and typing speed of 40 words per minute in computer.

For the post of Stenographer Grade-III:

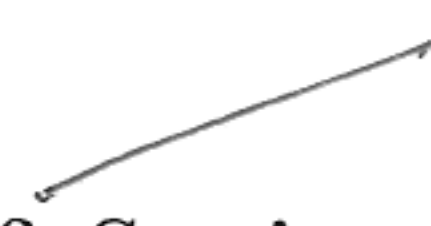
Bachelor Degree from a recognized University with diploma in Stenography in English with minimum speed of 80 words per minute in shorthand and typing speed of 40 words per minute in computer.

In view of the above, the recruitment process will be held in the following manner:

1. **Typing Test:** All candidates will undergo a typing test on software. Only those achieving a minimum typing speed of **40 words per minute** will proceed to the next stage.
2. **Shorthand Dictation & Transcription:**
 - A dictation of **400–500 words** (approx. **5 minutes**) will be delivered.
 - Candidates must record the dictation in **shorthand** using the notepads provided.
 - Following this, candidates will **transcribe** the dictation within **30 minutes** on a computer at the venue.

General instructions:

- Candidates must bring their own pens.
- Candidates must clearly write their name and roll number on both the notepad and the final transcription, which must be submitted to the invigilator.


District & Sessions Judge
East Jaintia Hills District,
Khliehriat

Memo No. KHLT/DSJ.68/2021/195-A

Dated, Khliehriat 10th June, 2025

Copy to:

1. The System Assistant, District & Sessions Court, East Jaintia Hills District, Khliehriat with a request to upload this notification in the website immediately.
2. Notice Board.
3. Office file No. KHLT/DSJ.134/2025
4. Office file No. KHLT/DSJ.135/2025


District & Sessions Judge
East Jaintia Hills District,
Khliehriat