

OFFICE OF THE CONVENOR,
CENTRALIZED SELECTION AND APPOINTMENT COMMITTEE
-CUM-DISTRICT & SESSIONS JUDGE, PATNA

NOTICE

(In connection with appointment to the post of **Stenographer**
pursuant to Employment Notice No. 02/2022)

In view of resolution of the 'Centralized Selection & Appointment Committee' dated 10.08.2024 duly approved by the Hon'ble Court, the '**Skill / Typing Test & Computer Proficiency Test**' of 3349 candidates, who have qualified in the 'Written Test' held on 17.12.2023 regarding appointment to the post of **Stenographer** in the Civil Courts of Bihar pursuant to the **Employment Notice No. 02/2022, will be held on 20.08.2024 (Tuesday) & 21.08.2024 (Wednesday) in Patna.** The candidate may **download** their respective **admit card** from the link provided on the website of the Civil Courts, Patna, which shall be made available from **16.08.2024.**

The **mode and manner** of the '**Skill / Typing Test & Computer Proficiency Test**' is as follows –

For English Stenographer -

1. **Shorthand Test** (25 marks) - The candidates will be given a dictation of 400 words in 5 minutes to note down in shorthand and 45 minutes will be given to type the same.
2. **Typing Test** (15 marks) - The candidates have to type **400 words** with **typing speed of 40 wpm in English.**
3. The candidates have to use the '**Qwerty**' Keyboard Layout of '**Times New Roman**' font for **English typing.**

For Hindi Stenographer -

1. **Shorthand Test** (25 marks) - The candidates will be given a dictation of 300 words in 5 minutes to note down in shorthand and 45 minutes will be given to type the same.
2. **Typing Test** (15 marks) - The candidates have to type **300 words** with typing speed of **30 wpm in Hindi.**
3. The candidates have to use the '**Remington Gail**' Keyboard Layout of '**Mangal**' font for **Hindi typing test.**

For Bilingual Stenographer -

1. **Shorthand Test** -
 - a. **Hindi** (12.5 marks) - The candidates will be given a dictation of 300 words in 5 minutes to note down in shorthand and 45 minutes will be given to type the same.
 - b. **English** (12.5 marks) - The candidates will be given a dictation of 400 words in 5 minutes to note down in shorthand and 45 minutes will be given to type the same.

2. **Typing Test** -

- a. **Hindi** (7.5 marks) - The candidates have to type **300 words** with typing speed of **30 wpm in Hindi**.
 - b. **English** (7.5 marks) - The candidates have to type **400 words** with **typing speed of 40 wpm in English**.
3. The candidates have to use the '**Remington Gail**' Keyboard Layout of '**Mangal**' font for **Hindi typing test** and the '**Qwerty**' Keyboard Layout of '**Times New Roman**' font for **English typing**.

Further, the typing mistakes may be assessed as follows-

NATURE OF MISTAKES

A. Full mistakes: The following errors will be treated as full mistakes-

- Every omission of word / figure.
- Every substitution of a wrong word / figure.
- Every addition of a word / figure not found in the passage.

B. Half mistakes: The following errors will be treated as half mistakes-

- **Spacing Errors:** Where no space is provided between two words, e.g. 'Ihope' or undesired space is provided between the words or letters of a word e.g. hope I have, 'I hxxave'.
- For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter / letters, e.g. the word 'spelling' typed as 'seeplings' etc.
- **Wrong Capitalization:** Wrong use of capital letter for small letter and vice-versa. (This does not apply to Hindi typewriting scripts).

- C. Any correction made by pen or pencil will be ignored and no credit will be given for such corrections.

'Computer Proficiency Test' for Hindi / English / Bilingual Stenographer

(10 marks)-

The knowledge of candidates about **M.S. Word & M.S. Excel** will be assessed through **practical** on the software and their **Internet Surfing skills** will be assessed through **multiple choice questions**.

The candidates are advised to keep visiting the website of the Civil Courts, Patna for details and any other updates.

Sd/-
(RUPESH DEO)
CONVENOR,
Centralized Selection and
Appointment Committee -cum-
District & Sessions Judge, Patna
14-08-2024