

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

Employment Notice No.: 02/JW/HC/2024, Dated 10.09.2024

NOTICE**The Criteria for evaluating mistakes in Word Processing (English Shorthand Test) for filling up of 33 Posts of Judgment Writer.**

It is for the information of all the provisionally eligible candidates that the following evaluation criteria shall be followed for calculating mistakes in Word Processing (English Shorthand) Test for the posts of Judgment Writer scheduled to be held on 22.02.2025 and 23.02.2025:-

Mistakes: The Following shall be treated as mistakes:-

- (a) The transcribed /typed passage shall be exact replication of the dictated passage except to the extent the deviations specifically allowed hereinafter.
- (b) Every omission of word, mark or figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- (c) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s).
- (d) Every addition of word or figure or group of words or figures not occurring in the passage dictated.
- (e) Mis-spelling including transposition of letters in a word and also omission of a letter or letters from a word.
- (f) Wrong use of capital or small letters.
- (g) Paragraphs (Omitted or added) in passage against the dictation given.
- (h) Space in the middle of a word e.g 'something' typed as ' some thing' etc.
- (i) Lack of space between words.
- (j) Arbitrary abbreviation of words.
- (k) Handwritten addition/corrections.

Note:

- (i) More than one error in a single word. All the errors are counted but the total mistakes counted in a single word should not exceed one mistake.
- (ii) Mistake of putting sub rule or sub-section without bracket or with bracket and in small or capital letters with hyphen or no hyphen will also be ignored.
- (iii) Substitution of currency value with words or figures will also be ignored. For example Rs.7000/- or Rs Seven Thousand or with Unicode symbol of ₹
- (iv) Substitution of the way of writing dates will be ignored. For example:- 17/07/1980 or 17.07.1980 or 17-07-1980 or 17 July, 1980 or July 17,1980.
- (v) Evaluator in his discretion may treat any word as mistake if found to be incorrectly typed as per common sense and standard practices of Stenography, provided the same formula is uniformly applied to all the candidates.

Sd/-

O.S.D. RECRUITMENT