

HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT SRINAGAR

(Hon'ble Chief Justice's Secretariat)

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ORDER

No.: 673 of 2023/Psy

Dated 01-06-2023

Following Criteria and Syllabus has been fixed for selection to the posts of Steno-Typists and Junior Assistants in Subordinate Judiciary of UT of Ladakh, advertised vide notification No. 642 of 2023/PSY dated 10.04.2023

For the posts of Steno-Typists:-

- (i) The standard for qualifying the Shorthand and Type Writing test shall be on the basis of merit vis a vis number of accurate words typed on the basis of dictation given in the examination.
- (ii) The dictation shall be of 300 words to be dictated in 05 minutes (60 words per minute) and thereafter, the candidates shall transcribe the dictation on computer key board in 10 minutes (30 words per minute)

For the posts of Junior Assistants:-

Test Structure:

- (i) The test will comprise of an online computer based written Examination carrying 80 marks;
- (ii) The Interview will be of 20 marks;
- (iii) The computer based written Examination will be 80 of minutes duration.
- (iv) The question paper will comprise of 80 questions and each question will carry one mark. Each question will contain multiple choices.
- (v) There will be no negative marking;
- (vi) There will be no cut off point or pass marks in the written Examination, instead candidates will be called for interview in the ratio of 5:1, on the basis of their merit obtained in the online computer based test.

Syllabus for the online Examination:

- (i) The question paper will comprise of following four parts with breakup of marks given against each part:
 - a) General English =30 marks;
 - b) General Knowledge/Current Affairs =25 marks;
 - c) Basic Concepts of Computers =15 marks;
 - d) Job related awareness =10 marks.
- (ii) The syllabus for each part is given as follows:

Part-I General English:

This part will comprise questions relating to the General English awareness of the candidates, including grammar, with special focus on Articles, Verbs, Tenses, Prepositions, Voice, Synonyms, Antonyms or Punctuations etc; and factual understanding of events, dates, people, idioms or phrases etc.

Part-II General Knowledge:

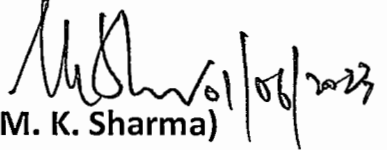
This part will comprising questions relating to the current affairs.

Part-III Computers:

This part will comprising question relating to the knowledge of basic concepts about computer systems.

Part-IV Court related:

This part will comprise job related questions including the terminologies generally used in the official/Court work and types of communications etc.


(M. K. Sharma)

Principal Secretary to,
Hon'ble the Chief Justice.

No.: 452-62/Psy-642 Dated: 01-06-2023

Copy to the:-

1. Secretary to Hon'ble Mr. Justice Rajnesh Oswal.
2. Secretary to Hon'ble Mr. Justice Mohd. Akram Chowdhary.
..... for information of their Lordship.
3. Registrar General, High Court of J&K and Ladakh.
4. Registrar vigilance, High Court of J&K and Ladakh.
5. Registrar Computers, High Court of J&K and Ladakh.
6. Registrar Rules, High Court of J&K and Ladakh.
.....for information.
7. Director information, UT of Ladakh with the request to publish the above Notification in two Daily Newspapers having wide circulation in the UT of Ladakh,
8. Director Doordarshan Kendra, Leh for broad cast of the above Notification in News & Employment Bullintin.
9. Director All India Radio, Leh/Kargil for broad cast of the above Notification in News & Employment Bullintin.
10. Central Project Coordinator e-Court, High Court of J&K and Ladakh for uploading the same on the High Court, Web Site.
11. Office File.


Principal Secretary to,
Hon'ble the Chief Justice.