

# **HIGH COURT OF JAMMU AND KASHMIR**

**(Office of the Registrar General at Jammu)**

## **O R D E R**

**No.** 1131      **Dated :** 10-12-2018

**Subject: - Norms/criteria for evaluation of transcripts of shorthand dictations of candidates for the posts of Stenographers.**

In exercise of the powers conferred by Rule 6 of the Jammu and Kashmir High Court Staff (Conditions of Service) Rules, 1968, the Chief Justice of the High Court of Jammu and Kashmir is pleased to lay down the criteria for evaluation of transcripts of shorthand tests of candidates for the posts of Stenographers of various grades in the High Court of J&K to be applied by the Evaluator(s) while evaluating the trade skill of the competing candidates: -

Accordingly, the Bench Mark of 90% accuracy vis-a-vis the open merit candidates and 88% accuracy vis-a-vis the reserved category candidates of the shorthand scripts of candidates in Stenography tests shall be evaluated according to the following criteria/procedure:

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- i) omission of words, figures or punctuation marks (if dictated); substitution of a word or figure for actual word or figure dictated; typing of an extra word or figure or a group of words or figures not occurring in the dictation shall be treated as full mistakes. Each such word or figure or punctuation mark omitted, substituted or written in extra shall be treated as a full mistake by the Evaluator(s) while evaluating a transcript;
  - ii) mis-spelling, including transposition of letters in a word or numbers in a figure and omission of a letter or letters from a word or number/numbers from a figure; omission of definite or

indefinite articles or their substitution; use of singular for plural nouns and vice versa; wrong use of capital or small letters at the beginning of, or elsewhere in, a sentence, shall constitute and be treated as a half mistake. Each such misspelt word, or word containing transposed or omitted letters; or figure containing transposed or omitted numbers; omitted or wrongly substituted articles; use of singular for plural and vice versa, wrong use of capital or small letters in the text shall be treated as half mistake by the Evaluator(s) while evaluating a transcript.

The aforesaid norms/criteria shall form part of the High Court Order No. 857 dated 21.12.2009.

*By order.*

(Sanjay Dhar)  
Registrar General

No: 46718-28/NG

Dated 10-12-2018

Copy to:-

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Jammu  
... for information of Her Ladyship.
2. Secretary to Hon'ble Mr. Justice \_\_\_\_\_  
...for information of His Lordship.
3. Registrar Vigilance, High Court of J&K, Jammu
4. Registrar Judicial, High Court Wing, Jammu/Srinagar
5. Registrar Rules, High Court of Registrar Judicial, High Court of J&K, Jammu
- ✓ 6. Central Project Coordinator, e-Courts, for uploading the same on the official website.
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Registrar General