

- (2) No female candidate, who is married to a person having already a wife living, shall be eligible for appointment.
- (3) No married candidate shall be eligible for appointment to the service if he/she had at the time of his/her marriage accepted any dowry.

Note: - For the purpose of this rule dowry has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

- (4) No candidate shall be eligible for appointment, if he has more than two children on/or after the date of commencement of Rules of 2002.

Provided that :

- The candidate having more than two children shall not be deemed to be disqualified for appointment so long as number of children he/she has on the date of commencement of this rule does not increase.
- Where a candidate has only one child from earlier delivery but more than one child are born out of a single subsequent delivery, the children so born shall be deemed to be one entity while counting the total number of children.
- While counting the total number of children of a candidate, the child born from earlier delivery and having disability shall not be counted.
- Any candidate who performed remarriage which is not against any law and before such remarriage he is not disqualified for appointment, he shall not be disqualified if any child is born out of single delivery from such remarriage.
- Above mentioned provisions shall not be applicable to the appointment of a widow and divorcee women.

**Explanation :** For above purposes, child born within 280 days from the date of commencement of the Rules of 2002 shall not constitute disqualification.

नोट:- राजस्थान उच्च न्यायालय कर्मचारी सेवा नियम, 2002 (यथासंशोधित) का नियम 9A. (4) दिनांक 29.09.2005 को प्रवृत्त हुआ है।

### 13. परीक्षा की स्कीम और पाठ्यक्रम (Scheme & Syllabus of Examination)

#### A. चयन की रीति (Mode of Selection)

Competitive Examination for the post of Junior Personal Assistant (Hindi) shall consist of Hindi Shorthand Test and Computer Test. Candidate shall be required to pass the Hindi Shorthand Test and Computer Test, compulsorily.

#### HINDI SHORTHAND TEST

S. No	PAPER	DURATION	Speed of dictation	MARKS
1.	Dictation of passage of Hindi Shorthand Test	8 minutes	70 words per minute	100
2.	Transcription and typing of dictated passage in Hindi on computer.	70 minutes	---	

#### COMPUTER TEST (Speed & Efficiency Test)

S. No	PAPER	DURATION	MARKS	Minimum Qualifying Marks for SC/ST, PwD & Ex-Servicemen	Minimum Qualifying Marks for all others
1.	Speed Test	10 minutes	50	20	22.5
2.	Efficiency Test	10 minutes	50	20	22.5

#### B. आशुलिपि परीक्षा के आयोजन की विधि (Method of Conducting Shorthand Test):-

- The Test will be called Shorthand speed assessment test.
- Before dictating the final Shorthand passage to the candidates, a trial passage containing 200-250 words shall be dictated at the same speed at which the final passage is intended to be dictated. The trial passage need not be transcribed and will not be taken into account while marking.
- After a lapse of 2-3 minutes, of the dictation of trial passage, the final passage shall be dictated by the same person keeping in view the uniformity of speed which can be achieved by marking the passage after every 80-100 words as the case may be.

18.01.2024

4. After the passage is dictated, five minutes time shall be allowed to the candidates for reading the dictated passage.
5. The candidates shall be required to transcribe the passage on Computer.

**C. गति एवं दक्षता परीक्षा के आयोजन की विधि (Method of Conducting Speed & Efficiency Test):-**

1. The Language and Font of Computer Test (Speed and Efficiency Test) shall be "Hindi" and "Kruti Dev 010", respectively.
2. Minimum Speed shall be 8000 key depressions per hour on computer.
3. Efficiency test shall be taken on word processing software. It shall include formatting of text, paragraph, page & table using proper methods and formatting of letters.

**D. मूल्यांकन की विधि (Method of Evaluation):-**

- (1) The mistakes shall be counted as full or partial mistakes, as the case may be –
  - a. The following shall be counted as full mistakes-
    - i. Omission of words or figure.
    - ii. Substitution of wrong word or figure.
    - iii. Misspelling.
    - iv. Two partial mistakes will be equal to one full mistake.
  - b. The following shall be counted as partial mistakes-
    - i. Error or Omission in punctuation.
    - ii. Wrong use of capital or small letters.
    - iii. Wrong indentation of paragraph.
- (2) The margin of 5% mistakes, may be allowed. If the mistakes/omissions are more than 5% of the dictated passage, the excess number of mistakes over 5% shall be deducted from the total number of words dictated and the speed will be calculated.
- (3) Following formula shall be adopted for assessment of speed and awarding of marks for Stenography Test:-

$$\text{Speed} = \frac{\left\{ \begin{array}{l} \text{Actual Correct Words Typed} + \text{Permissible 5\% mistakes or actual committed mistakes,} \\ \text{(Whichever is less)} \end{array} \right\}}{\text{Duration of Dictation (8 Minutes)}}$$

$$\text{Marks} = \frac{\left\{ \begin{array}{l} \text{Actual Correct Words Typed} \times \text{Max. Marks (100)} \\ \text{Total Dictated Words} \end{array} \right\}}{}$$

**Actual Correct Words Typed = Total Dictated Words — Actual Committed Mistakes.**

**Notes:-**

- i Merit list of successful candidates for selection shall be prepared on the basis of Total Aggregate Marks obtained in Shorthand Test and Computer Test (Speed Test & Efficiency Test).
- ii The general suitability for service of the candidates securing equal total aggregate marks in Shorthand Test and Computer Test (Speed Test & Efficiency Test) shall firstly be determined on the basis of higher marks obtained in the Shorthand Test and in case, the candidates secure equal marks even in Shorthand Test, the merit shall be determined having regard to age i.e. the candidate, elder in age shall be given higher place in merit.

**14. ऑनलाईन आवेदन करने की प्रक्रिया (Procedure for filling Online Application)-**

ऑनलाईन आवेदन करने की प्रक्रिया से सम्बन्धित दिशा-निर्देश यथोचित समय पर राजस्थान उच्च न्यायालय की अधिकृत वेबसाईट पर अपलोड कर दिये जायेंगे। अभ्यर्थियों को सलाह दी जाती है

18.01.2024