

Delhi High Court Personal Assistant Syllabus 2023

Eligible candidates will be required to appear for English Typing Test, English Shorthand Tests, Main (Descriptive) Examination and Interview, as per the following Scheme of the Examination:

Stage – I	
English Typing Test	<p>Typing Test of ten (10) minutes' duration will be conducted on computers to assess candidates' minimum speed of 40 words per minute in English Typing on computer.</p> <p>The criterion of "characters with space" for calculating the typing speed will be adopted and total number of mistakes permissible would be 3% of the total words typed.</p> <p>Only the successful/qualified candidates of Stage-I, i.e., English Typing Test will be called for the next stage of Examination, i.e., Stage – II (English Shorthand Tests).</p>

Stage – II

English Shorthand Tests

100 words per minute.

The passage of 500 words will be dictated in five (5) minutes' duration.

Total Marks – 100 Marks

Candidates will get forty five (45) minutes' duration to transcribe the dictated passage on computers. No extra time will be given for reading the passage.

Total Time – 5 Minutes for Dictation and 45 Minutes for Transcription

Total number of mistakes permissible would be 3% of the total words dictated, i.e., Fifteen (15). Six (6) marks will be deducted for committing one full mistake each and Three (3) marks will be deducted for committing every half ($\frac{1}{2}$) mistake. Candidates committing Fifteen (15) mistakes will get ten (10) marks. Candidates committing more than 15 mistakes will be disqualified.

Each candidate will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered.

Out of the successful/qualified candidates of Stage-II i.e., (English Shorthand Tests), candidates to the extent of **06 (six)** times the number of vacancies advertised in each category (i.e., Gen/EWS/OBC-NCL/SC/ST/PwD) only will be called for the next stage of Examination i.e., Stage-III ((Main –Descriptive Examination).

Stage – III

Main (Descriptive) Examination

Main (Descriptive) Examination of English language would consist of Essay (250 words – 40 Marks), Letter Writing (15 Marks), Grammar & Comprehension Passage (25 Marks) and Translation (from Hindi to English – 10 Marks & English to Hindi – 10 Marks).

Total Marks –
100 Marks

Minimum passing marks for General Category candidates will be 50% (i.e., 50 Marks out of 100 Marks) and for Reserved Category (including PwD) candidates will be 45% (i.e., 45 Marks out of 100 Marks).

Total Time –
120 Minutes

Out of the successful/qualified candidates of Stage-III (Main {Descriptive} Examination), candidates to the extent of **03 (three)** times the number of vacancies advertised in each category (i.e., Gen/EWS/OBC-NCL/SC/ST/PwD) only will be called for the next stage of Examination i.e., Stage IV (Interview)

Stage – IV

Interview

**Total Marks –
20 Marks**

Minimum passing marks for General Category candidates will be 10 Marks and for Reserved Category (including PwD) candidates will be 09 Marks.

Notes :

The final select / merit list will be prepared by adding the marks secured by candidate(s) in Stage-II, i.e., English Shorthand Tests, Stage-III, i.e., Main (Descriptive) Examination and Stage-IV i.e., Interview, while Stage-I, i.e., English Typing Test is qualifying in nature.

The cases of tie of marks will be resolved by applying the following methods one after another:-

- (i) Total Marks in Stage-II, i.e., English Shorthand Tests.**
- (ii) Total Marks in Stage – III, i.e., Main (Descriptive) Examination.**
- (iii) Total Marks in Stage – IV, i.e., Interview.**
- (iv) Date of Birth, i.e., the candidate older in age gets preference over younger in age.**