

## HIGH COURT FOR THE STATE OF TELANGANA:: HYDERABAD

### Instructions for the candidates for the post of Stenogrpaher Grade III in the Telangana Judicial Ministerial Service:

Please read the following instructions carefully:

- **The candidates are instructed to write only their 'hall ticket number' on the first page of the short hand note book.**
- **The candidates are further instructed 'not to write their name on any part of the short hand note book'.**
- **All the candidates are instructed to be in their seats by 10:45 AM**
- **Two trial dictations will be given to the candidates at 11:00 AM and 11:05 AM for acquitance of voice and speed.**
- **After completion of the entire examination, the candidates shall have to hand over the short hand note book to the invigilator concerned, failing which their answer sheet will not be evaluated.**

1. A passage with the speed of 120 words per minute will be dictated for a period of eight (08) minutes i.e from 11:15 AM to 11:23 AM.
2. 07 minutes break will be given from 11:23 AM to 11:30 AM.
3. After candidate logs into the system, 2 minutes time will be given for Mock typing test after that 1 minute of break time wherein Candidate will check keyboard and keys operation and be ready to begin the typing test. If any candidate's system keys are not working during this break time they have to immediately report to the supervisor and get it resolved.
4. 60 minutes time will be given for transcription from shorthand to longhand with the use of computers i.e from 11:33 AM to 12:33 PM.

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5. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.
6. Do not use special keys or any key at the time of the examination, which is not necessary for the typing of the words dictated in the passage. Do not type any special characters / symbols except those mentioned in the passage.
7. During examination be patience and keep calm. You can contact the invigilator by raising your hand for any problem, such as:-  
Key-board error  
Machine automatic shutdown  
Power interruption  
Browser crash
8. If the above mentioned technical problem occurs while the candidates are typing, then the opportunity of log-in will be provided again. The remaining time of the total time will be provided to the candidates for typing the passage.
9. Your candidature will be cancelled if you disrupt the peace by any mean in the examination or adopt wrong methods / imitating / using restricted electronic gadgets such as Bluetooth device, mobile phone, electronic watch, camera etc.
10. Print out will not be available to the candidate after the end of the exam.
11. Candidates will not be allowed to leave the examination hall until the examination ends.

*NA 12/3/20*

REGISTRAR (ADMINISTRATION)  
FAC. REGISTRAR (RECRUITMENT)