

**High Court of Judicature at Allahabad  
Personal Assistant Examination-2010**

**Proficiency Test for Stenography (Shorthand/Type)**

**Venue: Examination Hall, U.P. Public Service Commission,  
10 Kasturba Gandhi Marg, Allahabad.**

**Date: Saturday July 30, 2011**

**Computer Knowledge Test**

**Venue: Hall No.SH-5, 2<sup>nd</sup> Floor, New Extension Building, High Court, Allahabad**

**Date: Saturday July 30, 2011**

Serial Nos.	Roll Nos.	Batch No.	Test Timing	Reporting Time & Place
1 – 30	4 to 51	I	1.30 P.M. – 2.00 P.M.	1:00 P.M. At 1 <sup>st</sup> Floor, New Extension Building, High Court, Allahabad
31 – 60	52 to 108	II	2.00 P.M. – 2.30 P.M.	
61 – 90	109 to 145	III	2.30 P.M. – 3.00 P.M.	
91 – 120	146 to 188	IV	3.00 P.M. – 3.30 P.M.	
121 – 150	189 to 228	V	3.30 P.M. – 4.00 P.M.	
151 – 180	229 to 266	VI	4.00 P.M. – 4.30 P.M.	
181 – 210	267 to 312	VII	4.30 P.M. – 5.00 P.M.	

**Date: Sunday July 31, 2011**

Serial Nos.	Roll Nos.	Batch No.	Test Timing	Reporting Time & Place
211 – 240	313 to 353	I	10.00 A.M. – 10.30 A.M.	8:00 A.M. At 1 <sup>st</sup> Floor, New Extension Building, High Court, Allahabad
241 – 270	356 to 413	II	10.30 A.M. – 11.00 A.M.	
271 – 300	414 to 468	III	11.00 A.M. – 11.30 A.M.	
301 – 330	469 to 530	IV	11.30 A.M. – 12.00 Noon	
331 – 360	531 to 639	V	12.00 Noon. – 12.30 P.M.	
361 – 390	640 to 728	VI	12.30 P.M. – 1.00 P.M.	
<b>LUNCH BREAK</b>				
391 – 420	742 to 825	VII	2.00 P.M. – 2.30 P.M.	12:00 Noon At 1 <sup>st</sup> Floor, New Extension Building, High Court, Allahabad
421 – 450	829 to 914	VIII	2.30 P.M. – 3.00 P.M.	
451 – 480	915 to 990	IX	3.00 P.M. – 3.30 P.M.	
481 – 510	993 to 1113	X	3.30 P.M. – 4.00 P.M.	
511 – 540	1124 to 1198	XI	4.00 P.M. – 4.30 P.M.	
541 – 560	1202 to 1286	XII	4.30 P.M. – 5.00 P.M.	

**Instruction for the Candidates**

1. The Proficiency Test for Stenography (Shorthand/Typing) and Computer shall be held in date & time as mentioned at [A] & [B] above.
2. The candidate is required to BRING HIS/HER OWN TYPEWRITER and will have to report in the Examination Hall(venue) by 9.00 A.M. sharp. Late commers shall not be allowed to appear in the test.
3. The candidate will have to transport himself to the High Court, Allahabad premises at Nyay Marg, Allahabad for the Computer Proficiency test.
4. The candidate shall bring pen, pencil, eraser etc. with them.
5. Shorthand note book and typing sheet shall be provided by the High Court, Allahabad at the time of Stenography Test.
6. The Shorthand and Typing tests shall be conducted as per the advertisement.
7. The Stenography Test shall comprise of the following :

- (i) 5 minutes dictation of English passage of approximately 500 words will be given for English Shorthand. Time for typing out the said passage shall be 25 minutes.
- (ii) 5 minutes dictation of Hindi passage of approximately 400 words will be given for Hindi Shorthand which is preferential as per Adv.No.02/P.A./2010. Time for typing out the said passage shall be 25 minutes.
8. For testing the Computer Knowledge, candidates shall be provided a text matter containing approximately 500 words for typing and formatting in 10 minutes. Candidates shall stop typing after hearing the buzzer after completion of 10 minutes.
  9. Final output (Formatting, Font style & Font size) of the typed document must appear similar to the sheet provided for typing. Candidates must take care for accuracy, speed and formatting of the typed document.
  10. Candidates shall mention their Roll Number and Names at the top before starting of the typing of the matter provided on the sheet. Candidates must save the file frequently to avoid any loss of matter. File name should be given in the pattern of **pa+roll no.** For example if roll no. is 35, file name must be pa35.
  11. Candidates shall be required to submit the print out after typing is completed and hand it over to the invigilator after putting legible signature on each of their printout sheets.
  12. Candidates shall also ensure that copy of the typed matter is stored in media provided or transferred in the folder/directory informed by the invigilator immediately after the allocated time of 10 minutes is over.
  13. Word processing software shall be '**OPEN OFFICE WRITER**' software under **LINUX** Operating System.
  14. Bringing Mobile Phone or any other electronic device in Examination Hall is strictly prohibited.
  15. The candidates are required to bring the Admit Card and produce on demand at the time of Stenography Test & Computer Proficiency Test.
  16. Any candidate found using unfair means/canvassing shall be debarred from the test.
  17. No T.A./D.A. shall be paid for the journey performed in connection with the test.

**Registrar General**