

(I)	<u>COMMON WRITTEN EXAMINATION:</u> <u>(Maximum Marks: 100 - Duration: 120 Minutes)</u> <u>(Minimum Qualifying Marks: 35)</u>								
	<p>A common written examination in English will be conducted for all the posts – Both in Objective Type (for 25 marks) and in Descriptive Type (for 75 marks). No negative marks.</p>								
	<p><u>Syllabus: (Degree Standard)</u> (i) Grammar (ii) Word, Phrases, Synonyms, Antonyms (iii) Essay Writing on general topics (iv) Precise writing (v) Letter writing (vi) Elaboration (vii) Make your own sentence</p>								
	<p>Note:</p>								
(i)	<p>The marks obtained in the common written examination will be only qualifying in nature and the same will not be counted for determining the final order of selection of the candidates</p>								
(ii)	<p>All the candidates qualified in the Common Written Examination will be called for Skill Test for the post applied for.</p>								
(iii)	<p>Any representation from candidates for changing the dates of examination / selection process, change of examination centre, for relaxation of conditions mentioned in the advertisement or exam related direction or guidelines or minimum marks or qualification / requirement etc. or for revaluation / re-totalling will not be entertained, under any circumstances.</p>								
(II)	<u>SKILL TEST IN ENGLISH SHORTHAND - FOR ALL THE POSTS:</u>								
	<u>ENGLISH SHORTHAND TEST</u> <u>(Maximum Marks: 100 (Minimum qualifying marks: 38.5):</u>								
	(a)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Method of Skill Test</th> <th style="width: 40%;">Marks</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">(Total: 100 marks)</td> </tr> <tr> <td rowspan="2" style="vertical-align: top;">Taking down dictation of a passage in English for 7 minutes @ 120 wpm. (Transcription time 45 minutes by typing in the computers and submitting the printout of the same).</td> <td style="text-align: center;">90 Marks (for Transcription) (Minimum pass mark: 35)</td> </tr> <tr> <td style="text-align: center;">+ 10 Marks (for shorthand outline) (Minimum pass mark: 3.5)</td> </tr> </tbody> </table>		Method of Skill Test	Marks		(Total: 100 marks)	Taking down dictation of a passage in English for 7 minutes @ 120 wpm. (Transcription time 45 minutes by typing in the computers and submitting the printout of the same).	90 Marks (for Transcription) (Minimum pass mark: 35)
Method of Skill Test	Marks								
	(Total: 100 marks)								
Taking down dictation of a passage in English for 7 minutes @ 120 wpm. (Transcription time 45 minutes by typing in the computers and submitting the printout of the same).	90 Marks (for Transcription) (Minimum pass mark: 35)								
	+ 10 Marks (for shorthand outline) (Minimum pass mark: 3.5)								



தமிழ்

METHOD OF EVALUATION OF TRANSCRIBED PAPERS IN THE ENGLISH SHORTHAND TEST:-

(i) Deduction of marks for Mistakes:

- (a) Full Mistake - 1 Mark
(b) Half Mistake - 0.5 Mark

EXAMS DAILY

தமிழ்

Meaning of 'Full Mistake':

- (1) Wrong transcription of a word or words (each).
- (2) Omission of word other than article (However, continuous omission, articles will be treated as individual words only)
- (3) Commission of word (each)
- (4) Wrong spelling which conveys different meaning.

Meaning of 'Half Mistake':-

- (1) Spelling Mistakes
- (2) Interchange of article ('a' if 'the' is written)
- (3) Singular / Plural mistakes where it ends with 'is' or 'es'
- (4) Omission of a full stop.
- (5) Placement of a full stop in unwanted places
- (6) Capital letters not properly placed (in respect of proper nouns)
- (7) Tense mistakes (like 'did' instead of 'do' or 'doing', etc)
- (8) Omission of articles, addition of articles, inter-change of articles.

(ii) Mistakes which are ignored (for which no marks will be deducted):-

- (1) Failure to make out paragraph
- (2) Punctuation marks other than full stop.

SKILL TEST IN TAMIL SHORTHAND [THIS TEST IS IN ADDITION TO THE SKILL TEST IN ENGLISH SHORTHAND FOR THE CANDIDATES APPLYING FOR THE POSTS OF PERSONAL ASSISTANT (TO THE REGISTRARS) AND PERSONAL CLERK (TO THE DEPUTY REGISTRARS)]

(b)

Method of Skill Test	Marks (Total: 100 marks)
Taking down dictation of a passage in Tamil for 7 minutes @ 90 wpm. (Transcription time 45 minutes by typing in the computers and submitting the printout of the same).	90 Marks (for Transcription) (Minimum pass mark: 35) + 10 Marks (for shorthand outline) (Minimum pass mark 3.5)

**METHOD OF EVALUATION OF TRANSCRIBED PAPERS IN
THE TAMIL SHORTHAND TEST:**

முழுப் பிழைகள்

1. ஒரு சொல்லுக்குப் பதிலாக வேறொரு சொல்லை எழுதுதல்.
2. ஓரிடத்தில் ஒன்றுக்கு அல்லது ஒன்றுக்கு மேற்பட்ட தேவையற்ற சொற்களை எழுதுதல்,
3. பொருள் முற்றிலும் மாறுபடும் சொற்பிழை.

அரைப் பிழைகள்

1. ஒருமை / பன்மை மாறுபடல்.
2. முற்றுப்புள்ளி போடாது இருப்பது. தேவையில்லாத இடத்தில் போடுவது.
3. வேற்றுமை உருபு இருக்க வேண்டிய இடத்தில் இல்லாதிருப்பது. தேவையில்லாத இடத்தில் இருப்பது, மாறுபட்டு இருப்பது.
4. சொல்லின் கடைசியில் ஆ, ஏ, ஓ சேர்க்கப்படுவது, விடப்படுவது,
5. பொருள் மாறுபடாத சொற்பிழைகள்.

கால் பிழைகள்

சந்திப் பிழை (எத்தனை சந்திப் பிழைகள் இருந்தாலும் பெருமமாக 12 கால் பிழைகள். அதாவது 3 முழுப்பிழைகள் மட்டுமே குறிக்கப்பட்டு அவற்றிற்குரிய மதிப்பெண்கள் குறைக்கப்படும்)

Note:

- For the candidates applying only for the post of Personal Assistant to the Hon'ble Judges and who got qualified in the Common Written Examination, the skill test in the English Shorthand will be conducted, as stated above.
- The candidates who have applied for all the posts or for the post of Personal Assistant (to the Registrars) and/or Personal Clerk (to the Deputy Registrars) and who got qualified in the Common Written Examination, the Skill Test in the English Shorthand and Skill Test in the Tamil Shorthand will be conducted, as stated above.
- To get qualified to be shortlisted for Oral Test for the posts of Personal Assistant (to the Registrars) and Personal Clerk (to the Deputy Registrars), the candidates should get qualified in the skill test for English Shorthand as well as in the skill test for Tamil Shorthand.
- In case of candidates who have applied for the post of Personal Assistant to the Hon'ble Judges along with the posts of Personal Assistant (to the Registrars) and/or Personal Clerk (to the Deputy Registrars) and who got qualified in the Common Written Examination and appeared for skill test for English Shorthand and skill test for Tamil Shorthand, if they qualify only in the English Shorthand and not qualified in the skill test for Tamil Shorthand, their names will be considered for shortlisting for Oral Test only

	<p>for the post of Personal Assistant to the Hon'ble Judges, based on merit and following the rule of reservation.</p> <ul style="list-style-type: none"> ➤ In all the Shorthand tests, the candidate should pass in Transcription and outline parts separately. Only the candidates, who are qualified in the Transcription and Outline Parts in the shorthand test will alone be considered qualified in the respective shorthand test so as to be considered for shortlisting for Oral Test based on merit and following the rule of reservation. ➤ For Oral Test, the candidates will be shortlisted as per merit based on the marks secured by them in the Skill Test, from among the qualified candidates in the respective Skill Test, in the ratio of 1:2 or 1:3 or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras with reference to the number of vacancies, following the rule of reservation. Therefore, mere securing the minimum qualifying marks in the Skill Test will not confer any right on the candidate to get qualified for Oral Test. <p><u>Explanation:</u></p> <p><i>If the number of vacancies notified to be filled by anyone or more of the Reservation Groups viz. Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim) or General Turn is five and above, the number of candidates to be admitted to the Oral Test will be two times the number of vacancies.</i></p> <p><i>If the number of vacancies notified to be filled by anyone or more of the Reservation Groups viz. Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim) or General Turn is four and below, the number of candidates to be admitted to the Oral Test will be three times the number of vacancies.</i></p> <p><i>However, in each reservation group, all the candidates, who secure the same mark as that of the cut-off mark for their reservation group, will be admitted to the Oral Test. Therefore, mere securing the minimum qualifying mark in the Practical Test will not confer any right on the candidate to get qualified for the Oral Test.</i></p>
(III)	<p style="text-align: center;"><u>ORAL TEST:</u></p> <p><u>(Maximum Marks: 15) (Minimum qualifying marks: 6)</u></p> <p>The object of Oral Test is to assess the suitability of the candidates by judging their language skills, vocabulary, mental alertness, skills, attitude, ethics, character; grasping power, expertise in computer skills etc.</p> <p>[In the Oral Test, the outstanding and meritorious record of candidates in Sports, Athletics, NCC, NSS, ACC, Scouts and Guides and Literary activities of the candidates besides his/her general</p>