

**HIGH COURT OF JAMMU AND KASHMIR AT SRINAGAR**  
(Chief Justice's Secretariat)

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**ORDER**

No. 640

Dated: 10-08-2017

Following criteria has been fixed for selection to the posts of Junior Assistants and Steno Typists advertised vide notification No. 323 dated 26-05-2017:

**For the posts of Steno Typists.**

The minimum standard for qualifying the Shorthand and Type Writing test is prescribed as under:

- (a) 60 words per minute for shorthand, and
- (b) 30 words per minute for Typing on the computer keyboard.

**For the posts of Junior Assistants.**

**(a) Written test of 80 marks.**

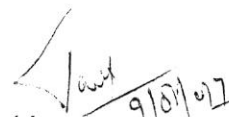
Written test shall comprise of one paper of two hours duration carrying **80 marks** with following breakup:

- (i) Candidate shall have to write an essay of 300 words in English on a topic given in the question paper carrying **20 marks**. He / she shall have to translate the same essay into Urdu or Hindi, preferably in Urdu, carrying **20 marks**.
- (ii) Candidate shall have to write a story of 200 words in Urdu or Hindi, preferably in Urdu on a theme given in the question paper carrying **15 marks**. He / she shall have to translate the same story into English, carrying **15 marks**.
- (iii) Candidate shall have to answer two questions, relating to the elementary knowledge of computers, in 20 – 30 words, each carrying **5 marks**.

**(b) Viva-voce / interview of 20 marks.**

On the basis of the performance in the written test, candidates shall be called for viva-voce / interview in order of merit in the ration of 1:3 or 1:5 depending on the number of vacancies and the number of candidates who will appear in the written test.

**BY ORDER**



(Jawad Ahmad)

Principal Secretary to,  
Hon'ble the Chief Justice

No. 788-92/PSYS  
Copy to:

Dated: 10-08-2017

1. Registrar General, High Court of J&K, Srinagar
2. Registrar Vigilance, High Court of J&K, Srinagar  
.....for information
3. Secretary to Hon'ble Mr. Justice Mohammad Yaqoob Mir for information of his lordship.

4. Secretary to Hon'ble Mr. Justice Janak Raj Kotwal for information of his lordship.
5. CPC, High Court of J&K, Srinagar for uploading the same in the official website of High Court of J&K.

*[Handwritten signature]*  
9/10/19

**Principal Secretary to,  
Hon'ble the Chief Justice**