

**HIGH COURT OF JAMMU AND KASHMIR AT JAMMU**  
(Office of the Registrar General)

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**NOTIFICATION**

No:- 01/2021/RG

Dated: 03.03.2021

It is for the information of all those candidates who have applied for the post of Steno-Typists, Junior Scale Stenographers and Senior Scale Stenographers, in the pay level-5 (Rs. 29200-92300), Level-6B (Rs. 35600-112800) and Level -7 (Rs. 44900-142400) respectively, in the High Court of Jammu and Kashmir pursuant to Advertisement Notification No. 01/2020 dated 18.09.2020 that their Shorthand and Computer based Typing test shall be conducted on the dates and at the venue indicated in Annexure-"A" to this notification.

**Instructions for the shorthand test:**

- I) The test shall start at 11:00 am on each day of the test, however, the candidates shall report at the venue one hour before the scheduled time of the test.
- II) The candidates shall bring the original documents alongwith their self attested photocopies.
- III) For identification purposes candidates shall also produce either of the following as ID proofs:
  - a) Adhaar Card;
  - b) Election Card;
  - c) Passport;
  - d) Driving License.
- IV) At the venue of the test, candidates shall strictly adhere to the Covid-19 SOPs in vogue issued by the Central/UT Government from time to time.
- V) No T A/DA shall be paid to the candidates.
- VI) Any request for the change of date/venue shall not be entertained except in case of candidates resident of UT of Ladakh, who can apply only for the change of centre three days before the otherwise schedule date of their test.

**Format of the test**

**(a) Steno-Typist**

Candidates will be dictated a paragraph in English comprising 300 words in five minutes. The candidates shall take the dictation in shorthand and thereafter transcribe the same on Computer in 10 minutes.

**(b) Junior Scale Stenographer**

Candidates will be dictated a paragraph in English comprising 350 words in five minutes. The candidates shall take the dictation in shorthand and thereafter transcribe the same on Computer in 10 minutes.

**ANNEXURE - A**

**SCHEDULE FOR COMPUTER BASED SHORTHAND AND COMPURT BASED TEST OF CANDIDATES, WHO HAVE APPLIED FOR THE POSTS OF STENO TYPISTS, JUNIOR SCALE STENOGRAPHERS AND SENIOR SCALE STENOGRAPHERS IN THE HIGH COURT OF JAMMU AND KASHMIR PURSUNAT TO ADVERTISEMENT NOTICE NO. 01/2020 DATED 18-09-2020**

**STENO TYPISTS LEVEL-5 (Rs.29200-92300)**

Candidates of Jammu Province whose Transaction ID fall in the following Transaction ID series.	Candidates of Kashmir Province whose Transaction ID fall in the following Transaction ID series.	Venue of the Test		Date of the Test
		For candidates of Jammu province	For candidates of Kashmir province	
2000000005079700000001 to 2000000005079700000279	2000000005079700000001 to 2000000005079700000312	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	12.03.2021
2000000005079700000280 to 2000000005079700000576	2000000005079700000313 to 2000000005079700000596	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	13.03.2021
2000000005079700000577 to 2000000005079700000818	2000000005079700000597 to 2000000005079700000900	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	14.03.2021
2000000005079700000819 to 2000000005079700001096	2000000005079700000901 to 2000000005079700001159	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	15.03.2021
2000000005079700001097 to 2000000005079700001418	2000000005079700001160 to 2000000005079700001420	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	16.03.2021

**JUNIOR SCALE STENOGRAPHERS LEVEL-6B (Rs.35600-112800)**

Candidates of Jammu Province whose Transaction ID fall in the following Transaction ID series.	Candidates of Kashmir Province whose Transaction ID fall in the following Transaction ID series.	Venue of the Test		Date of the Test
		For candidates of Jammu province	For candidates of Kashmir province	
2000000005078700000001 to 2000000005078700000259	2000000005078700000001 to 2000000005078700000287	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	20.03.2021
2000000005078700000260 to 2000000005078700000508	2000000005078700000288 to 2000000005078700000607	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	21.03.2021
2000000005078700000509 to 2000000005078700000771	2000000005078700000608 to 2000000005078700000873	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	22.03.2021
2000000005078700000772 to 2000000005078700001107	2000000005078700000874 to 2000000005078700001109	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	23.03.2021

**SENIOR SCALE STENOGRAPHERS LEVEL-7 (Rs. 44900-142400)**


Candidates of Jammu Province whose Transaction ID fall in the following Transaction ID series.	Candidates of Kashmir Province whose Transaction ID fall in the following Transaction ID series.	Venue of the Test		Date of the Test
		For candidates of Jammu province	For candidates of Kashmir province	
2000000005077700000001 to 2000000005077700000216	2000000005077700000001 to 2000000005077700000280	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	27.03.2021
2000000005077700000217 to 2000000005077700000430	2000000005077700000281 to 2000000005077700000544	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	28.03.2021
2000000005077700000431 to 2000000005077700000727	2000000005077700000545 to 2000000005077700000725	Judicial Academy, High court Complex Janipur, Jammu	High Court Complex Srinagar.	29.03.2021

(c) Senior Scale Stenographer

Candidates will be dictated a paragraph in English comprising 400 words in five minutes. The candidates shall take the dictation in shorthand and thereafter transcribe the same on Computer in 10 minutes.

**Note:** Transaction id wise detailed information including the date of test and address of the venue of the test are available on the official website of the High Court ([www.jkhighcourt.nic.in](http://www.jkhighcourt.nic.in))

By order

  
(Jawad Ahmed)  
Registrar General

No: 17-35/RG/NG

dated: 03.03.2021

Copy of the above forwarded to the:-

1. Principal Secretary to Hon' ble the Chief Justice, High Court of J&K, Jammu;
2. Secretary to Hon' ble Mr. Justice Ali Mohammad Magrey.
3. Secretary to Hon' ble Mr. Justice Sanjeev Kumar.
4. Secretary to Hon'ble Mr. Justice Puneet Gupta  
... .. for information of their Lordships.
5. Registrar Judicial, High Court Wing, Jammu/Srinagar
7. Director, Skill Development, Jammu and Kashmir Jammu  
...for information and compliance.
8. Director Information, J&K, Jammu with the request to publish the notification at least in two leading English newspapers having wide publication in the UT of Jammu and Kashmir.
9. Director Information, Leh, UT of Ladakh with the request to publish the notification in two leading newspapers having wide publication in the UT of Ladakh.
10. Director, Doordarshan Kendra, Srinagar/Jammu with the request to broadcast the above Notification in news and Employment Bulletin.
11. Director, Radio Kashmir, Srinagar/Jammu/Leh/Kargil with the request to broadcast the above notification in news and Employment Bulletin.
12. CPC e-Courts, High Court of J&K, Jammu for information and uploading the same on the official website of the High Court of J&K.
13. In Charge Chief Librarian, High court Wing , Jammu/Srinagar for information and also keep the record of the same.

  
Registrar General