

**HIGH COURT OF JUDICATURE AT BOMBAY:**  
**BENCH AT NAGPUR**

**Instructions to the Candidates appearing for Shorthand Dictation Test For**  
**The Post of 'Personal Assistant To The Hon'ble Judge'**  
**on 28<sup>th</sup> and 29<sup>th</sup> March, 2025.**

1.	<b>Scheme of Examination:-</b> Shorthand dictation (English) test at the speed of 120 w.p.m. : <b>05 minutes.</b> Total time for transcription of the passages on Computer : <b>35 minutes.</b>
2.	The candidates shall <b>produce two (2) print outs of this Admit Card</b> for the examination, by affixing their identical photograph thereon, which is uploaded at the time of submitting online application for the post of 'Personal Assistant to the Hon'ble Judge'.  It may be noted that, the candidate who does not possess the Admit Card, would not be allowed to appear for the examination.
3.	The candidates shall bring with them any one <b>original</b> identification proof e.g. PAN Card, Aadhaar Card, Voter ID Card or any other Identification Proof issued by the Government of India.
4.	The candidates shall bring copy of Government Gazette as proof in respect of change of name (if any).
5.	The candidates shall <b>bring Writing Pad / Clipboard for dictation purpose</b> with them.
6.	The candidates have to appear for Examination, at their own expenses.
7.	Candidate should reach the Examination Centre at their respective Reporting Time, sharp.
8.	No candidates would be allowed entry in the examination hall after their respective Reporting Time.
9.	Carrying, possessing, using and/or transferring any electronic device such as a Mobile phone, Smart Watch, Digital Watch, Micro Phone, Bluetooth instrument, Camera, Pager, etc. in the examination hall is strictly prohibited. In case any candidate found using any such device, the said candidate may be debarred from the examination.
10.	<b>The candidates should mention their Seat No. Only, wherever it is necessary.</b>