

**Recruitment of Personal Assistants in the High Court of  
Uttarakhand at Nainital**

**Evaluation Scheme for Shorthand Test**

**(1) Full Mistakes:**

- i. Omission / addition of any word/figure.
- ii. Substitution of any word/figure in place of dictated word/figure.

The above mistakes are counted as full mistakes and marked by **red ink**.

**(2) Half Mistakes:**

- i. Spelling Mistake.
- ii. Non use / wrong use of Full Stop / Question Mark.
- iii. Use of singular instead of plural and vice-versa.
- iv. Wrong use of capital letter at the beginning of a sentence.
- v. Other grammatical mistakes.

The above mistakes are counted as half mistakes and marked by **blue ink**.

**Note:**

- In case of use of longhand in place of shorthand, the candidate will be disqualified.
- Upto 7% mistakes (i.e. 35 words) in English Shorthand transcription are relaxed.
- For being qualified, the candidate must come within the relaxation limit of 7% mistakes.
- The candidate having mistakes more than 35 words will be treated as disqualified.
- In case of incomplete transcription (more than 35 words left), the candidate will be treated as not qualified.

**Speed / Accuracy Calculation:**

- Upto 7% mistakes (i.e. 35 words) in English Shorthand transcription are relaxed.
- Total Mistakes Committed = Actual Mistakes – Relaxation
- Speed (wpm) :

(Total Words – Total Mistakes Committed) ÷ Time of Dictation