

NOTICE

The schedule of Departmental Examinations for the posts of Personal Assistant (English/Hindi) and Junior Parliamentary Reporter (English/Hindi) and Typing Test for Senior Executive/Legislative/Committee/Protocol Assistants and Translators to be held on 10th September, 2016 and 13th September, 2016 is as under:

Date: 10th September, 2016 (Saturday)

Sl No	Post	No of candidate	Test	Duration	Venue	Time
1	Jr. Parliamentary Reporter (English)	14	Stenography Test at the speed of 140 w.p.m. in English	(i) Dictation of test passage in English at the speed of 140 words per minute- 10 Minutes. (ii) Transcription of test passage including 10 minutes for reading of notes- 1 hour 20 minutes.	Dictation in Room No. 63 and transcription in Room no. 120 and 121 of Reporters Branch in PH.	12.00 Noon
2	Personal Assistant (Hindi)	01	Stenography Test at the speed of 120 w.p.m. in Hindi	(i) Dictation of test passage in Hindi at the speed of 120 words per minute - 7 Minutes. (ii) Transcription of test passage including 10 minutes for reading of notes- 70 Minutes.	Dictation in Room No. 67 and transcription in Room no. 34-A (Steno Pool) in PH.	12.00 Noon
3	Senior Executive/ Legislative / Committee / Protocol Assistant and Translator	10	Typewriting Test	10 minutes.	Room no. 34-A (Steno Pool) in PH.	2.00 PM
4	Personal Assistant (English)	21	Stenography Test at the speed of 120 w.p.m. in English	(i) Dictation of test passage in English at the speed of 120 words per minute - 7 Minutes. (ii) Transcription of test passage including 10 minutes for reading of notes- 55 Minutes.	Dictation in Room No. 63 and transcription in Room no. 120 and 121 of Reporters Branch in PH.	3.30 PM

Date: 13th September, 2016 (Tuesday)

Sl No	Post	No of candidate	Test	Duration	Venue	Time
1	Jr. Parliamentary Reporter (Hindi)	02	Stenography Test at the speed of 140 w.p.m. in Hindi	(i) Dictation of test passage in Hindi at the speed of 140 words per minute - 10 Minutes (ii) Transcription of test passage including 10 minutes for reading of notes- 1 hour 45 minutes.	Room No. 629, PHA. (Recruitment Cell)	3.00 PM

Call letters to candidates giving relevant details are being issued separately.

RECRUITMENT CELL
24.08.2016