

DELHI INTERNATIONAL ARBITRATION CENTRE (DIAC)
Delhi High Court Campus, Shershah Road, New Delhi- 110503
(Ph: 011-23386492, Fax-011-23386493, Website: dacdelhi.org)
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Dated: 20th December, 2018

NOTICE

The candidates who were shortlisted for the post of Personal Assistant/Stenographer (Contractual) with Delhi International Arbitration Centre (DIAC), as per the Public Notice dated 10.10.2017, uploaded on the websites of High Court of Delhi and DIAC and public notice dated 05.10.2018, uploaded on the websites of the High Court of Delhi and DIAC are hereby informed that the Skill Test (Typing Test and Shorthand Test) has been scheduled for **06.01.2019 (Sunday) at Bharti Public School, Swasthya Vihar, near Nirman Vihar Metro Station (near Metro Pillar no. 70), Delhi-110092. Such candidates are directed to report at the aforementioned Examination Centre at 09:30 AM (serial nos. 1-62 as per notice/list dated 05.10.2018)/10:30 AM (for serial nos. 63 to 124 as per notice/list dated 05.10.2018) along with two photographs (one Passport size and one Stamp size), original ID proof such as Voter Card, Aadhar Card etc. They may also bring ball-point pen (Blue/black), pencil and shorthand note book. No mobile phone, digital watches, electronic gadgets, bags, any other papers/books are allowed inside the Examination Centre nor any arrangement has been made at the Centre for keeping them in safe custody and the candidates, if bring such items, shall do at their own risk. For detailed instructions, you may refer to the notice uploaded on the websites of DIAC viz. www.dacdelhi.org and Delhi High Court viz. www.delhihighcourt.nic.in**


Addl. Coordinator
DIAC

Delhi International Arbitration Centre(DIAC).

P.A. (CONTRACTUAL) EXAMINATION

FOR SHORTHAND AND TYPEWRITING TEST TO BE HELD ON 06.01.2019.

Instructions to candidates:

1. The candidates must submit their latest photograph for affixing on Attendance Sheet.
2. The candidates must produce their original Photo ID Card for identification.
3. No candidate is allowed to bring Mobile Phone or any other Electronic Gazette inside the Examination Room.
4. Candidates are directed to check functioning of all Keys on the Keyboard as well as functioning of Mouse before start of the Typewriting Test. No excuse or request would be entertained in between, once the Typewriting Test is begun.
5. There would be a dictation of one minute @ 100 WPM as trial passage.
6. There would be dictation of final test passage of five minutes @ 100 WPM. At the end of dictation, the candidates would transcribe the dictated passage in 40 minutes. After completion of transcription, print out of duly signed transcription and the manual shorthand pages would be submitted to the invigilators.
7. After completion of shorthand test, the candidates continue to sit on their respective seats in the lab for typewriting test of 10 minutes.
8. **The candidates are informed that shorthand test of only those candidates would be evaluated who would be successful in typewriting test.**
9. Candidates are directed to give a Top Space of 5 Enters in double space on Page No. 1 and 2 Enters in double space for continuation sheet before printing the test passage.
10. Candidates are directed to type the test passage in Double Space in Regular Times New Roman Font with Size 12.
11. Candidates should not write their name anywhere in the typed papers, except at the space specifically provided for it.
12. White Fluid is not permitted to be used on the print outs, violation of this instruction would amount to number of mistakes, as many times the fluid had been used.
13. Candidates are not permitted to speak to anybody, once the test is begun.
14. Candidates are directed to stop Typewriting immediately after the prescribed test duration is over and "STOP" is announced. The candidates are directed to ensure that their typed text is saved before taking print outs.
15. Candidates are directed not to leave the Examination Room till print out of the text typed by the candidate is taken; the details are filled in and sign at the appropriate places.
16. Candidates have to sign in initials only on the Top of First Page in the space prescribed and at the end of every used continuation sheet.
17. There would not be any reading time of manuscript. Candidates do not have to write their name or roll number on the shorthand manuscripts which would be submitted alongwith the transcription.
18. Candidates are directed not to type the Strokes mentioned in the typing passage at the end of each line in typewriting test.
19. Candidates are not permitted to take with them the Test Paper.