

appearing in any stage of examination keeping in view the working conditions in this Court and nature of duties to be performed by the candidates so selected for the posts of SPA and PA. Therefore, there will be no provision for Scribe or compensatory time in any part/stage of examination for the PwD candidates.

**V. Mode of Selection :**

**1. For the Post of Senior Personal Assistant:-**

Eligible candidates will be required to appear for English Typing Test, English Shorthand Tests, Main (Descriptive) Examination and Interview, as per the following Scheme of the Examination:

<b>Stage – I (Qualifying Stage)</b>	
<b>English Typing Test</b>	<p>Typing Test of ten (10) minutes’ duration will be conducted on computers to assess candidates’ minimum speed of 40 words per minute in English Typing on computer.</p> <p>The criterion of “characters with space” for calculating the typing speed will be adopted and <b>total number of mistakes permissible would be 3% of the total words typed.</b></p> <p>Only the successful/qualified candidates of Stage-I, i.e., English Typing Test will be called for the next stage of Examination, i.e., Stage – II (English Shorthand Tests).</p>
<b>Stage – II</b>	
<p><b>English Shorthand Tests</b></p> <p><b>Total Marks – 100 Marks</b></p> <p><b>Total Time – 5 Minutes for Dictation and 45 Minutes for Transcription</b></p>	<p>110 words per minute.</p> <p>The passage of 550 words will be dictated in five (5) minutes’ duration.</p> <p>Candidates will get forty five (45) minutes’ duration to transcribe the dictated passage on computers. No extra time will be given for reading the passage.</p> <p><b>Total number of mistakes permissible would be 3% of the total words dictated, i.e., Sixteen and a half (16.5). Six (6) marks will be deducted for committing one full mistake each and Three (3) marks will be deducted for committing every half (½) mistake. Candidates committing Sixteen and a half (16.5) mistakes will get one (1) mark. Candidates committing more than 16.5 mistakes will be disqualified.</b></p> <p>Each candidate will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered.</p>

	Out of the successful/qualified candidates of Stage-II (English Shorthand Tests), candidates to the extent of <b>06 (six)</b> times the number of vacancies advertised in each category (i.e., Gen/EWS/OBC-NCL/SC/ST/PwD) only will be called for the next stage of Examination i.e., Stage-III ((Main – Descriptive Examination).
<b>Stage – III</b>	
<b>Main (Descriptive) Examination</b>	Main (Descriptive) Examination of English language would consist of Essay (250 words – 40 Marks), Letter Writing (15 Marks), Grammar & Comprehension Passage (25 Marks) and Translation (from Hindi to English – 10 Marks & English to Hindi – 10 Marks).
<b>Total Marks – 100 Marks</b>	Minimum passing marks for General Category candidates will be 50% (i.e., 50 Marks out of 100 Marks) and for Reserved Category (including PwD) candidates will be 45% (i.e., 45 Marks out of 100 Marks).
<b>Total Time – 120 Minutes</b>	Out of the successful/qualified candidates of Stage-III (Main {Descriptive} Examination), candidates to the extent of <b>03 (three)</b> times the number of vacancies advertised in each category (i.e., Gen/EWS/OBC-NCL/SC/ST/PwD) only will be called for the next stage of Examination i.e., Stage-IV (Interview).
<b>Stage – IV</b>	
<b>Interview Total Marks – 20 Marks</b>	Minimum passing marks for General Category candidates will be 10 Marks and for Reserved Category (including PwD) candidates will be 09 Marks.

## 2. For the post of Personal Assistant:-

Eligible candidates will be required to appear for English Typing Test, English Shorthand Tests, Main (Descriptive) Examination and Interview, as per the following Scheme of the Examination:

<b>Stage – I</b>	
<b>English Typing Test</b>	<p>Typing Test of ten (10) minutes' duration will be conducted on computers to assess candidates' minimum speed of 40 words per minute in English Typing on computer.</p> <p>The criterion of "characters with space" for calculating the typing speed will be adopted and <b>total number of mistakes permissible would be 3% of the total words typed.</b></p> <p>Only the successful/qualified candidates of Stage-I, i.e., English Typing Test will be called for the next stage of Examination, i.e., Stage – II (English Shorthand Tests).</p>

<b>Stage – II</b>	
<b>English Shorthand Tests</b>	100 words per minute.  The passage of 500 words will be dictated in five (5) minutes' duration.
<b>Total Marks – 100 Marks</b>	Candidates will get forty five (45) minutes' duration to transcribe the dictated passage on computers. No extra time will be given for reading the passage.
<b>Total Time – 5 Minutes for Dictation and 45 Minutes for Transcription</b>	<b>Total number of mistakes permissible would be 3% of the total words dictated, i.e., Fifteen (15). Six (6) marks will be deducted for committing one full mistake each and Three (3) marks will be deducted for committing every half (½) mistake. Candidates committing Fifteen (15) mistakes will get ten (10) marks. Candidates committing more than 15 mistakes will be disqualified.</b>  Each candidate will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered.  Out of the successful/qualified candidates of Stage-II i.e., (English Shorthand Tests), candidates to the extent of <b>06 (six)</b> times the number of vacancies advertised in each category (i.e., Gen/EWS/OBC-NCL/SC/ST/PwD) only will be called for the next stage of Examination i.e., Stage-III ((Main –Descriptive Examination).
<b>Stage – III</b>	
<b>Main (Descriptive) Examination</b>	Main (Descriptive) Examination of English language would consist of Essay (250 words – 40 Marks), Letter Writing (15 Marks), Grammar & Comprehension Passage (25 Marks) and Translation (from Hindi to English – 10 Marks & English to Hindi – 10 Marks).
<b>Total Marks – 100 Marks</b>	Minimum passing marks for General Category candidates will be 50% (i.e., 50 Marks out of 100 Marks) and for Reserved Category (including PwD) candidates will be 45% (i.e., 45 Marks out of 100 Marks).
<b>Total Time – 120 Minutes</b>	Out of the successful/qualified candidates of Stage-III (Main {Descriptive} Examination), candidates to the extent of <b>03 (three)</b> times the number of vacancies advertised in each category (i.e., Gen/EWS/OBC-NCL/SC/ST/PwD) only will be called for the next stage of Examination i.e., Stage-IV (Interview).
<b>Stage – IV</b>	
<b>Interview Total Marks – 20 Marks</b>	Minimum passing marks for General Category candidates will be 10 Marks and for Reserved Category (including PwD) candidates will be 09 Marks.

**Notes :**

The final select / merit list will be prepared by adding the marks secured by candidate(s) in Stage-II, i.e., English Shorthand Tests, Stage-III, i.e., Main (Descriptive) Examination and Stage-IV i.e., Interview, while Stage-I, i.e., English Typing Test is qualifying in nature.

The cases of tie of marks will be resolved by applying the following methods one after another:-

- (i) Total Marks in Stage-II, i.e., English Shorthand Tests.
- (ii) Total Marks in Stage – III, i.e., Main (Descriptive) Examination.
- (iii) Total Marks in Stage – IV, i.e., Interview.
- (iv) Date of Birth, i.e., the candidate older in age gets preference over younger in age.

**VI. Examination Fee:**

- (i) A non-refundable online fee of Rs.1000/- (Rupees One Thousand Only) along with applicable transaction charges will be payable by General/OBC-NCL/EWS candidates and Rs.800/- (Rupees Eight Hundred Only) along with applicable transaction charges will be payable by the candidates belonging to the categories of SC/ST/Persons with Disability suffering from disability OL (One Leg), BL (Both Legs), LC (Leprosy Cured), Dw (Dwarfism), AAV (Acid Attack Victim), ASD (Autism Spectrum Disorder, {M= Mild, MoD=Moderate}), SLD (Specific Learning Disability), Mental Illness and Multiple disabilities amongst the persons having any disabilities mentioned hereinabove of 40% or more.
- (ii) Fee can be paid through UPI, Net Banking or by using Credit or Debit card.
- (iii) It is clarified that the examination fee, once paid, shall not be refunded under any circumstances, nor will it be adjusted against any other examination or selection. Therefore, the candidates, before applying, should ensure that they are eligible for the post.
- (iv) Application received without the prescribed fee shall not be considered and will be summarily rejected. No representation against such rejection will be entertained.
- (v) The submission of candidate's application online would be considered successful only when he/she is able to generate the Confirmation Page of the application after payment of the prescribed fees.
- (vi) For any payment related query/grievance(s), the candidate may contact the SBI on following helpline numbers/email(s) for redressal:  
HelpDesk 1: Contact No. – 18004253800, Email:- [dgmcs.cc@sbi.co.in](mailto:dgmcs.cc@sbi.co.in); HelpDesk 2: Contact No. – 011-25781392/25784013, Email:- [sbi.01282@sbi.co.in](mailto:sbi.01282@sbi.co.in); Customer Care: Contact No. – 1800112211, Email:- [agmcustomer.lhodel@sbi.co.in](mailto:agmcustomer.lhodel@sbi.co.in); Through SMS: Contact No. – 8008202020, Text:- UNHAPPY (addtext).  
For any other query, kindly contact NTA at: 011-40759000/011-69227700; Email: [dhc.spa@nta.ac.in](mailto:dhc.spa@nta.ac.in) or [dhc.pa@nta.ac.in](mailto:dhc.pa@nta.ac.in) for SPA or PA Examination, as the case may be.