



GOVERNMENT OF NCT OF DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092
<https://dsssb.delhi.gov.in>

DSSSB-Exam0EX12/8/2026/Comp.No.380846/1897

Dated: 07/07/26

GENERAL INSTRUCTIONS

General Instructions to candidates for Skill Test (Shorthand) for the post of Personal Assistant (Post Code- 66/24) in Delhi State Industrial and Infrastructure Development Corporation Ltd.

1. Specific Date of a candidate will be given in the E-Admit Card of the Candidate.
2. The candidate must report at the centre as per reporting time given in E-Admit Card. **No entry will be allowed after reporting time under any circumstances.**
3. Photo Attendance Sheets will be provided at the centre and the same is to be handed over to the invigilator on the exam day after signing, affixing thumb impression and after completing writings in the presence of invigilator. Candidates are allowed to retain E-Admit Card after the completion of exam. **A candidate, under no circumstances shall be allowed to leave exam centre before time of completion of exam.**
4. Candidate should bring original E-Admit Card and **Original valid Government Photo ID proof having the date of birth as printed on the E-Admit Card.** The Original Government Photo ID proof should have clear photograph of the candidate, which could be verified with the face of the candidate. Mutilated/very old ID cards from which candidate could not be verified will not be allowed to enter the examination venue. No request/plea will be entertained in this regard.
5. If the Original Government Photo ID proof does not have the date of birth printed on it, then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards, Birth Certificate, Category Certificate) in proof of their date of birth. **In case of mismatch in the date of birth mentioned in the E-Admit Card and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.**
6. The E-Admit Card will be uploaded on the website of DSSSB, after which the candidate may download the e-admit card by visiting the website- <https://dsssb.delhi.gov.in>
7. The candidature of the Skill Test is provisional. The candidates should satisfy themselves regarding possession of the required qualification, age, caste and admissibility of benefit of reservation etc. as stipulated for the post he/she has applied for, as on the cutoff date, before appearing in the examination. The candidature will be treated as debarred/invalid ab-initio in case he/she does not fulfill the eligibility criteria.
8. The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment. Further, candidature of every candidate is purely provisional at every stage until he/she is offered appointment by the concerned Department to which the post belongs, after due verification of documents and eligibility in respect of the post.
9. The Board will provide Computer, Keyboard and Shorthand Notebook for Shorthand. The candidates have to bring their own pencil/writing instrument for Shorthand.
10. The candidates have to give his/her Skill Test in English medium only.
11. Travelling and other expenses shall be borne by the candidates themselves. The Board does not make any arrangements for the lodging and boarding of the candidates.
12. Candidates should write their particulars such as Name, Roll No., Post Code, Category, Skill Test date on the Note Pad of the respective allotted system before start of Skill Test. **Candidate should put his/her left hand thumb impression and signature on the space provided in the E-Admit Card, Photo Attendance Sheet and Answer Sheets (Transcription Sheet) in the presence of the invigilator.** Thereafter, the invigilator will sign on these documents.
13. All the candidates are advised to converse themselves thoroughly with the scheme of Skill Test given in the Vacancy Notice Advertisement No.05/2024 dated 05.03.2024.
14. The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Shorthand Skill Test (English) for the post of Personal Assistant (Post Code- 66/24) in Delhi State Industrial and Infrastructure Development Corporation Ltd. The candidates will be given **01 dictation for 10 minutes** as per required speed. The dictated matter will have to be transcribed on computers in prescribed time as per details given below. No extra time will be given for reading the passage.

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Post Name	Shorthand (English)		
	Dictation Speed	Transcription time (In minutes)	Transcription time for candidates eligible under PwBD category (in minutes)
Personal Assistant	100 wpm	40	55

15. No exemption from Stenography test will be granted to any category of candidates on any condition/circumstance.
16. Candidates must abide by the further instructions, which may be given to them by the Centre Supdt./Invigilator/board staff etc. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test as well as other penalty as the Board may deem fit to impose.
17. After skill test is over, all the candidates shall surrender the Shorthand Notebook and transcription sheets to the Invigilator without fail.
18. If any candidate is found using any unfair means or impersonation, he/she will be debarred from all examination of DSSSB for lifetime and/or necessary legal action will be initiated.
19. The candidature of the candidate to the Skill Test is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of any **court of law and mere issuance of E-Admit Card or appearance at examination/Test does not entitle him/her to any claim for the post.**
20. **The Board reserves the right to cancel a part of or entire process of examination/test due to administrative reason(s), in case of unfair means, cheating or other irregularities/malpractice noticed by the Board.** The Board also reserves the right to cancel or set up a new examination centre and divert the candidates to appear at that examination centre, if required. **No request for change in date, time and centre of exam will be accepted under any circumstances.**
21. The decision of the Board in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and allotment of examination centre, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
22. The candidate should not bring any articles such as books, notes, loose sheets etc. in the examination hall.
23. Items such as mobile phones, smart watches, Bluetooth devices, other electronic devices, metallic items or any other item which may cause hindrance to conduct of examination are strictly prohibited and the candidates will not be allowed to carry such items in the examination centre.
24. **No arrangement will be made at the centre for keeping bag/mobile phones/any other belonging of the candidates.**
25. The candidates are advised to visit the website of DSSSB i.e. <https://dsssb.delhi.gov.in> regularly for any update/information of the said post code as the communication sent through e-mail & SMS are additional facilities. The Board shall not be responsible for any lapse on the part of candidate in this regard.
26. Candidates are advised to again carefully read the Para-10 and Para-11 of the Vacancy Notice Advertisement No.05/2024 dated 05.03.2024 regarding "Action against candidates found guilty of misconduct" and "Board's Decision Final" respectively.

[Signature]

DEPUTY SECRETARY (EXAM)
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Copy to:

1. Deputy Director (IT), DSSSB with the request to upload the same on the official website of DSSSB and send e-mail & SMS to candidates in this regard.

[Signature]

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