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

F.No.DSSSB-Exam0EX12/10/2026/Comp.No.399946/ 3304 **Dated:** 28/10/26

GENERAL INSTRUCTIONS

General Instructions to candidates for Skill Test (Shorthand & Typing) for the Post Code-33/25, Stenographer in Urdu Academy.

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 & Typing Test. 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/ Typing 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.02/2025 dated 31.07.2025.
14. The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Shorthand and Typing Skill Test in English medium for the Post Code-33/25, Stenographer in Urdu Academy. 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.

Post Name	Shorthand (English)			Typing (English)		
	Dictation Speed	Transcription time (In minutes)	Transcription time for candidates eligible under PwBD category (in minutes)	Typing Speed	Typing test duration (in minutes)	Typing test duration for candidates eligible under PwBD category (in minutes)
Stenographer	80 wpm	50	70	35 wpm	10	15

15. No exemption from Stenography test will be granted to any category of candidates on any condition/circumstance.
16. In adherence with the Notice No. F.55(83)/DSSSB/Exam-II/2017/306 dated 02.01.2018 issued by DSSSB, the Persons with Benchmark Disabilities (PwBD) candidates who claim to be permanently unfit for appearing in the Typing Test because of a physical disability, may be exempted from the Typing Test, provided such a candidate submits a Certificate in the prescribed format **(Annexure-A)** along with undertaking in this regard **at Skill Test Centre on the date mentioned on E-Admit Card.** This Certificate **(Annexure-A)** should be issued by the Competent Medical Authority, i.e. the Civil Surgeon of a Government Health Care Institution declaring him/her to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant medical certificate issued by the Competent Authority at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the DSSSB. **No further request in this regard will be entertained under any circumstance.**
17. For typing test, printed matter in English on a sheet will be provided to each candidate who will further enter the same in the computer.
18. The commencement of the typewriting test is indicated by announcing the word 'START TYPING' and simultaneously the time is recorded by the Lab Staff. The candidates should start typing the test passage from the beginning and if they are able to complete the test passage before the expiry of the stipulated time, they may restart the typing of same passage and continue to type till the 'STOP TYPING' signal is given at the end of given time.
19. Candidates must stop typing as soon the 'STOP TYPING' signal is given. They shall remain at their seats and wait until their scripts are collected and accounted for. They must not type, write, erase after the expiry of the allotted time. Candidates shall not be permitted to leave the Examination Hall until the examination material is collected and counted after expiry of the Test.
20. The candidates are instructed to check all the keys of the computer at exam center and should ensure and satisfy themselves that the computer machine is functioning properly. **Any request for change of Computer should be made before the announcement of the word 'START TYPING.' Once announcement of the word 'START TYPING' is made no such request will be entertained. The candidates should not touch the keypad after 'STOP TYPING' has been announced, as all remained activities including printing of typed matter will be done by the lab staff. Any loss of data due to illegal act by candidates after the word 'STOP TYPING' has been announced, shall render his/her candidature liable to be cancelled.**
21. Any complaints regarding Chairs, Computer System, Key Board etc. should be informed to the Invigilators/Lab Assistant before the announcement of the word 'START TYPING'. No enquiry/correspondence will be entertained later in this regard.
22. 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.
23. After skill test is over, all the candidates shall surrender the Shorthand Notebook and Transcription Sheets /Question Paper and Typing Sheet to the Invigilator without fail.
24. 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.

25. 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.**
26. **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.**
27. The speed will be adjudged on the accuracy of typing on the computer of a given text passage within stipulated time.
28. 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.
29. The candidate should not bring any articles such as books, notes, loose sheets etc. in the examination hall.
30. 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.
31. **No arrangement will be made at the centre for keeping bag/mobile phones/any other belonging of the candidates.**
32. 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.
33. Candidates are advised to again carefully read the Para-10 and Para-11 of the Vacancy Notice Advertisement No.02/2025 dated 31.07.2025 regarding "Action against candidates found guilty of misconduct" and "Board's Decision Final" respectively.

DEPUTY SECRETARY (EXAM)
DSSSB

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Copy to:

1. Assistant 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.

DEPUTY SECRETARY (EXAM)
DSSSB

ANNEXURE-A

Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test

This is to certify that Sh./Smt./Km._____ Son/Daughter/Wife of Shri _____ is suffering from _____.

Clinical diagnosis as a result of which, he/she has the following disabilities (brief description):-

_____

_____.

This is a permanent disability and the extent of his/her disability works out to _____ % of disability. This disability is likely to interfere with Typewriting (specify):-

_____

Recent Photo of Candidate

Signature of Civil Surgeon:

Name:

(Official Stamp):

Place:

Date:

Signature of Candidate:

Name:

Roll No.: