



F.NO.55 (256)/DSSSB/EXAM/2021/ 11772

Date: 23.11.2021

**GENERAL INSTRUCTION TO CANDIDATES FOR SKILL TEST AT BHAI PARMANAND
INSTITUTE OF BUSINESS STUDIES, NEAR VIKAS MARG, SHAKARPUR, DELHI-110092**

Sr.No	Post Name & Code	Exam date	Reporting Time for Candidates	Exam Start Time
1.	Stenographer(English); Post Code- 06/20; Delhi Transport Corporation.	13.12.2021 Monday	(Ist Shift) 09:00 AM to 09:30 AM (IInd Shift) 01:00 PM to 01:30 PM	10:00 AM 02:00 PM
		14.12.2021 Tuesday	(Ist Shift) 09:00 AM to 09:30 AM (IInd Shift) 01:00 PM to 01:30 PM	10:00 AM 02:00 PM
		15.12.2021 Wednesday	(Ist Shift) 09:00 AM to 09:30 AM (IInd Shift) 01:00 PM to 01:30 PM	10:00 AM 02:00 PM
		16.12.2021 Thursday	(Ist Shift) 09:00 AM to 09:30 AM (IInd Shift) 01:00 PM to 01:30 PM	10:00 AM 02:00 PM
		17.12.2021 Friday	(Ist Shift) 09:00 AM to 09:30 AM (IInd Shift) 01:00 PM to 01:30 PM	10:00 AM 02:00 PM
2	Stenographer (Hindi); Post Code – 07/20; Delhi Transport Corporation.	18.12.2021 Saturday	(Ist Shift) 09:00 AM to 09:30 AM (IInd Shift) 01:00 PM to 01:30 PM	10:00 AM 02:00 PM
		19.12.2021 Sunday	(Ist Shift) 09:00 AM to 09:30 AM	10:00 AM

- Specific Date(s) of a candidate will be given in the Admit Card of that Candidate.
- The candidate must report at the centre as per reporting time given in Admit Card. **No entry will be allowed after reporting time under any circumstances.**
- Photo Attendance Sheets will be provided at the center and the same is to be handed over to the invigilator on the Exam day after singing, affixing thumb impression and after completing writings in the presence of invigilator. Candidates are allowed to take back home 1st page of Admit Card after the completion of exam. **A candidate, under no circumstances shall be allowed to leave exam center before time of completion of exam.**
- Candidate should bring original E-admit card along with Passport size photograph pasted on 1st Page and one valid Government Photo ID proof (in original) containing 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 exam venue. No request/plea will be entertained in this regard.
- The e-admit card for the above mentioned post codes are being uploaded on the website of DSSSB i.e. www.dsssb.delhigovt.nic.in.
- 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.
- The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- The Board will provide computer and also shorthand Notebook in case of Stenography Test. The candidates should bring his/her own pencil/writing instrument.
- The candidates will give his/her skill test in the medium i.e. English or Hindi as per applicable R.R.
- For Hindi skill Test compatible normal English key board or bilingual key board will be provided. The Font will be **KrutiDev**.
- The candidate should not bring any article such as books, notes, loose sheets etc. in the examination hall.
- 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.
- Candidates should write their particulars such as Name, Roll No., Post Code, Test Date and should put their signature at the space provided. Candidate should put his/her left hand thumb impression on the space provided in the Admit Card, Attendance Sheet and Answer sheet (Typing Sheet) in the presence of the invigilator. Thereafter, the invigilator will sign on the Admit Card.

- 14 Candidates must start typing from the beginning of the passage after leaving one inch of space (side margin).
- 15 The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Skill Test for Typing.

Sr. No.	Post Code	Language of Skill Test	Time Duration (in minutes)
1	06/20	English	10 (40 W.P.M.)
2	07/20	Hindi	10 (30 W.P.M.)

- 16 The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Skill Test for Short Hand /Stenography.

- The candidates for the post code 06/20 Stenographer (English) will be given one dictation for 10 minutes in English at the speed of 100 w.p.m.*
- The candidates for the post code 07/20 Stenographer (Hindi) will be given one dictation for 10 minutes in Hindi at the speed of 80 w.p.m.*

The matter will have to be transcribed on computer. The transcription time is as follows:

Sr. No.	Post Code	Language of Skill Test	Time duration (in minutes)
1	06/20	English	40
2	07/20	Hindi	65

- 17 **The commencement of the typewriting test is indicated by announcing the word 'START TYPING' and simultaneously the time is recorded by the supervisor. 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.**
- 18 Candidates must stop typing as soon the 'STOP TYPING' signal is given. They shall remain at their desks 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.
- 19 **The candidates are instructed to check all the keys of the computer at computer 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 transcript will be done by the board/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 rejected.**
- 20 Any complaints regarding Chairs, Computer System, Key Board etc. should be informed to the Invigilators/Lab-Assistant at the time of checking. No enquiry/correspondence will be entertained later in this regard.
- 21 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.
- 22 After skill test is over, all the candidates shall surrender the Question Paper and Typing Sheet to the Invigilator without fail.
- 23 If any candidate is found using any unfair means or impersonation he/she will be debarred from all examination of DSSSB and/or necessary legal action be initiated.
- 24 The candidature of the candidate to the Typing Test is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of any court of law and mere issue of admit card or appearance at examination/Test does not entitled him/her to any claim for the post.
- 25 The Board reserves the right to cancel a part of or entire process of examination/test due to administrative reason(s) and 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.

26 **The speed will be adjudged on the accuracy of typing on the computer of a given text passage within stipulated time.**

27 Candidates who are seeking exemption from passing of typing test are directed to refer the guidelines laid down by DoPT, Govt of India F.No 14020/2014-Estt.(D) dated 22th April, 2015 for the Physically Handicapped Persons/Candidates who are seeking exemption from passing typing test which may be read as under:

- a) Physically handicapped persons who are otherwise qualified to hold clerical post and who are satisfied as being unable to type by Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the typing test.
- b) The term 'Physically Handicapped Persons' doesn't cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability permanently prevent them from typing test.

In view of the above, candidates who are seeking exemption are required to provide such Certificate at Skill Test Centre on the date mentioned on e-admit card. No further request in this regard will be entertained under any circumstance.

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 centers, 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 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 is offered appointment by the concerned Department to which the post belongs, after due verification of documents and eligibility in respect of the post.

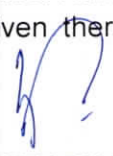
30 Prohibited Items for Candidates in the Exam. The candidates are not allowed to carry any items which may cause hindrance to conduct of examination.

31 **No arrangement will be made at the Centers for keeping any articles/items belonging to the candidates.**

32 **Instructions for candidates to follow COVID-19 norms:**

Candidates are directed to follow the "SOP issued by MoHFW on preventive measures while appearing in examination to contain spread of COVID-19". They will always:

- Practice physical distancing of at least 6 feet as far as possible;
- Mandatorily use face covers/masks;
- Use of alcohol-based hand sanitizers (for at least 20 seconds) can be made, wherever feasible;
- Strictly follow respiratory etiquette. This involves strict practice of covering one's mouth and nose while coughing/ sneezing with a tissue/ handkerchief/flexed elbow and disposing off used tissues properly;
- Self-monitor health by all and reporting any illness at the earliest;
- Spitting shall be strictly prohibited. Important Instructions for the exam and Advisories regarding COVID-19 have also been issued to the candidates in their respective Admit Cards. All candidates should download their Latest Admit Card, carefully read the Instructions and Advisories for COVID-19 given therein and strictly adhere to them.


DY. SECRETARY (EXAM)

Copy to:-

1. SA (IT) with the request to upload the same on the official website of DSSSB.