



GENERAL INSTRUCTIONS TO CANDIDATES

1. Schedule of Exam for skill Test of VI candidates for the post of stenos (post codes 91/09, 92/09, 41/13, 50/13 & 59/13) has been uploaded in the website of DSSSB and also given in the Admit Card of the Candidate. The candidate must report at the centre at 1.30 p.m.
2. Candidate should bring original admit card along with I.D. proof (in original).
3. Candidates will bring their own typewriting machine. Board will not provide typewriters.
4. The candidates can give his option of medium for stenography test on the day of test i.e. English or Hindi.
5. The candidates, who are shortlisted for more than one post code, shall be allowed to participate in one time slot. In case candidates received more than one time slot for skill test he will report in initial time slot and other admit card be surrendered to the observers deployed at the test venue.
6. The candidates should not bring any article such as books, notes, loose sheets etc. in the examination hall.
7. **The time allotted for dictation, reading and transcription are as under:**

Dictation	10 minutes
Transcription Time (including reading time)	
(For 80 wpm)	65 minutes (English)/90 minutes (Hindi)
(For 100 wpm)	75 minutes (English)/100 minutes (Hindi)
(For 120 wpm)	85 minutes (English)/110 minutes (Hindi)

TYPEWRITING TEST

For visually handicapped with visual disabilities not less than 40% including blind and partially blind person, the typing test will be of 30 minutes duration.

8. **The candidates must type on the Computer/typewriter in double space.**
9. **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.
10. The candidates will be required to take their seat ten minutes before commencement of the Test.
11. Candidates should write their particulars such as Name, Roll No., Post Code, Test Date & Medium (Hindi or English as the case may be) 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.
12. If the candidate uses more than one sheet, he/she should number and tag all the sheets. Candidates should not tear any sheet given to them. Typing passage and unused sheet should be returned to the Invigilator.
13. Candidates must start typing from the beginning of the passage.
14. **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 ten minutes time, they may restart the typing of same passage and continue to type till the 'STOP TYPING' signal is given at the end of 10 minutes time.**
15. **During the course of typing if a candidate commits any typing mistake/error, he should not try to correct or cut it by signs like (x), (/), (-) etc. because in doing so he will be wasting limited time available for typing the test passage. Moreover, this type of cutting will also be counted as a mistake.**
16. 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.

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17. While typing, if the computer/typewriter of a candidate (brought by him/her) goes out of order, the candidate should not disturb other, but should remain seated quietly and inform the Invigilator. However, the candidate shall have the liberty to proceed with the test using the computer provided by the Board. **No fresh chance will be given to the candidates if typewriter goes out of order during the test. Therefore candidate should ensure and satisfy themselves that their typing machine is in order (applicable where candidates bring their own typewriter).**
 18. 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.
 19. The candidature of the skill test is provisional. The candidates should satisfy themselves regarding possession of the required qualification, age, caste etc. Stipulated in the announcement for the post(s). He/She will be treated as debarred ab initio in case he/she does not fulfill eligibility criteria. The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
 20. After skill test is over, all the candidate shall surrender the Question Paper and Typing Sheet to the Invigilator without fail.
 21. If any candidate is found using any unfair means, he/she will be debarred from the skill test and/or necessary legal action be initiated.
 22. 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 entitle him/her to any claim for the post.
 23. The Board reserves the right to cancel a part of or entire process of examination 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 is required.
 24. The Board reserves the right to cancel centre of exam and ask the candidates of that centre to appear at another centre. No request for change in date, time and centre of exam will be accepted under any circumstances.
 25. 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 centres, 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.

Mobile Phone are prohibited in the campus of Test venue.

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DY. CONTROLLER OF EXAM