



Government of NCT of Delhi

Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi - 110092
Phone: 22370100 www.dsssb.delhigovt.nic.in

No. F.55(29)/DSSSB/EXAM-II/2016/1025

Dated: 12-4-18

GENERAL INSTRUCTIONS TO CANDIDATES

1. Schedule of Exam for skill Test (Typing /Steno) of candidates for the post of Medical Record Clerk (Post code-49/12), LDC (Post code-156/14), Clerical Assistant (Post code-153/14) & Junior Personal Assistant (Post code-56/13) on 15.04.2018 at Bhai Permanand Institute of Business Studies, Opp. Madhuban Colony, Shakarpur Extn: Delhi-110092.
2. Candidate should bring original e-Admit card alongwith I.D. proof (in original).
 - a. The candidate has to paste a latest coloured postcard size (4" X 6") photograph of his /her own displaying only face and shoulder in the designated space as given in the 2nd page of e-Admit card.
 - b. The candidate has to sign across the photograph on left side and put his/her Left hand Thumb impression in the designated space as given in the 2nd page e-Admit card.
 - c. It is mandatory for the candidate to bring 2nd page of the e-Admit Card with pasted photograph.
 - d. The candidate should bring their Medical Certificate along with photocopy.
3. The Board will provide computer and also shorthand Notebook in case of Stenography Test.
4. The candidates can give his/her option of medium for Skill Test/Typing test on the day of test i.e. English or Hindi wherever, it is applicable as per RRs..
5. The font of Hindi for Skill Test is KrutiDev and accordingly compatible normal English key board will be provided.
6. The candidates should not bring any article such as books, notes, lose sheets etc. in the examination hall.
7. **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.
8. Candidates should write their particulars such as Name, Roll No., Post Code, Test Date & Medium (Hindi or English) 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.
9. Candidates must start typing from the beginning of the passage after leaving one inch of space (side margin).
10. **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.**
11. Candidates must stop typing as announce the word "STOP TYPING". 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.
12. While typing, if the computer of a candidate goes out of order, the candidate should not disturb other, but should remain seated quietly and inform the Invigilator. **No fresh chance will be given to the candidates if Computer goes out of order**

during the test. Therefore candidate should ensure and satisfy themselves that their Computer is in order.

- 13. Any complaints regarding Chairs, Computer system, Key Board etc., should be inform the Invigilator at the time of checking. No enquiry/correspondence will be entertained in this regard.
- 14. 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.
- 15. 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. 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.
- 16. After skill test is over, all the candidate shall surrender the Question Paper, Typing Sheet, 2nd page of Admit Card to the Invigilator without fail.
- 17. 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.
- 18. 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.
- 19. 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.
- 20. The speed will be adjudged on the accuracy of typing on the computer of a given test passage in 10 minutes.
- 21. 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.
- 22. The time allotted for dictation, reading transcription incase of Stenography test and typing test are as under:

	Dictation	10 Minutes
Transcription time (including reading time)		
	(For 80 WPM)	50 Minutes (English)
	Typing	10 Minutes

- 23. 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 post to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

Mobile Phone and related gadgets are fully prohibited in the campus of Test venue.