



GOVERNMENT OF NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092
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Sub: - General Instructions to Candidates for the post codes Stenographer post codes 47/12, 152/14 & 211/14 for uploading on dsssb official website.

Please find enclosed herewith general instructions to candidates for the Stenography Test for above mentioned post codes for uploading on dsssb official website.

Encl: General Instructions.


(Dy. Controller of Exam)
DSSSB

No. F.55 (81)/DSSSB/Exam-II/2017/ 1316

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System Analyst



GENERAL INSTRUCTIONS TO CANDIDATES FOR THE POST OF STENOGRAPHERS
POST CODES 47/12, 152/14 & 211/14

A. SKILL TEST / SHORTHAND TEST

1. Schedule of Skill Exam for shorthand/Type Writing Test is given in the Admit Card of the 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.
2. Candidate should bring original e-admit card along with I.D. proof (in original).
 - i. The candidate to paste a latest colored postcard size (4" x 6") photograph upper half of his/her own in the designated space as given in the 2nd page of e-Admit card.
 - ii. The candidate 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 of e-Admit card.
 - iii. It is mandatory for the candidate to bring this page of the Admit Card with pasted photograph. If he/she doesn't bring this, then he/she will not be allowed to enter the examination centre.
 - iv. It is mandatory to handover this page to the Asstt. Observer.
3. e-Admit cards are being uploaded on the official web site of DSSSB i.e. **dsssonline.nic.in** and eligible candidates may download their e-admit card w.e.f. 30.01.2018 at 10.00 AM to 07.02.2018 up to 11.59 PM. In case, any candidate finds difficulties in downloading the e-admit card he/she may contact the Board Office on Telephone No. 22379204/22370307 or may approach the DSSSB office at above address on 05.02.2018 to 06.02.2018 between 10.00 AM to 3.00 P.M. alongwith proof of their identity.
4. The candidates will be provided Computer and Shorthand Note Book for test.
5. Before give his option of medium for skill Test and Typing test on the day of test the candidate should check eligibility as per RRs.
6. 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 except admit card in respect of post code for which appeared.
7. The font of Hindi for skill Test of stenography is **KrutiDev** and accordingly compatible normal English key board will be provided. The candidates will be provided Computer only on the day of test.
8. The candidates should not bring any article such as books, notes; loose sheets etc. in the examination hall.
9. **The time allotted for dictation, reading and transcription are as under:**

	Dictation	10 minutes
	Transcription Time (including reading time)	
	(For 80 wpm)	50 minutes (English)/65 minutes(Hindi)

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10. The candidates must transcribe the shorthand notes on the Computer in DOUBLE SPACE AND ONLY ON ONE SIDE OF THE PAPER which will be provided to him/her. The candidates should write his/her Roll No. and also his/her name on each sheet of his/her transcription in the space provided for the purpose. No transcription is to be done for the trial dictation.

B. TYPEWRITING TEST

1. **The candidates must type on the Computer in double space.**
2. **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.
3. The candidates will be required to take their seat ten minutes before commencement of the Test.
4. 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.
5. 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.
6. Candidates must start typing from the beginning of the passage.
7. **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.**
8. **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.**
9. 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.
10. 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 typewriter goes out of order during the test. Therefore candidate should ensure and satisfy themselves that their computer is in order before start of Exam/Test.**
11. **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 penalties.**

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12. 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.
 13. After skill test Exam is over, all the candidate shall surrender the Question Paper and Typing Sheet to the Invigilator without fail.
 14. 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.
 15. 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.
 16. The speed will be adjudged on the accuracy of typing on the computer of a given text passage in 10 minutes.
 17. 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.
 18. 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.
 19. 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.



DY. CONTROLLER OF EXAM