



GOVT. OF NCT OF DELHI
DELHI SUBORDINATE SERVICES SELECTION BOARD
FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI - 110092.
[www.//dsssb.delhi.gov.in](http://dsssb.delhi.gov.in)

No. F.55 (1474)/Exam/DSSSB /2019 /3519

Dated: 13/14 2019

**GENERAL INSTRUCTIONS FOR SKILL TEST FOR THE POST OF DATA
ENTRY OPERATOR POST CODE 45/12 AND TRANSLATOR (PUNJABI)
POST CODE 40/15 OF GNCT OF DELHI**

Proposed Month of Examination	Adv. No.	Post code	Name of Post	Name of the Organization/ Deptt. to which the post belongs to
2 nd Fortnight of January/2020	02/12	45/12	Data Entry Operator	NDMC
	01/15	40/15	Translator (Punjabi)	DIP

1. Specific Date(s) of a candidate will be given in the Admit Card of that Candidate.
2. 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.
- 3 The candidates are required to bring their recent colored passport size photograph which is required to be pasted on 1st Page of Admit Card. Further candidate is also directed to bring **one post card size photograph (4"x6") (Portrait Style)** upper half displaying only Face, both ear and both Shoulders, which is required to be pasted on the second page of Admit Card. Candidates shall sign 2nd page of Admit Card and also imprint his/her left hand thumb impression at stipulated **place in the presence of invigilator**. No Candidates shall sign on the 2nd page of Admit card and put left hand thumb impression on it in the absence of invigilator. In such cases invigilator shall cross signature and left hand thumb impression and ask candidates to sign and put thumb impression on 2nd page of Admit Card in his/her presence and then handed over to the invigilator. Candidates should ensure that the 2nd page of the Admit Card is handed over to the invigilator as otherwise the candidate himself will be responsible for consequences.
- 4 Candidate should bring original e-admit card along with one photo I.D. proof (in original).
- 5 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, **invalid**, **ab-initio**, in case he/she does not fulfill the eligibility criteria.

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- 6 The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- 7 The Board will provide Computer.
- 8 The candidates can give his 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.**
- 9 The candidate should not bring any article such as books, notes, loose sheets etc. in the examination hall.
- 10 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.
- 11 Candidates should write their particulars such as Name, Roll No., Post Code or post codes if applied in more than one 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 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 has been 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.**
- 13 Candidates must start typing from the beginning of the passage after leaving one inch of space.
- 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 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.
- 16 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.

Handwritten signature

- 17 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.
- 18 After skill test is over, all the candidate shall surrender the Question Paper and Typing Sheet to the Invigilator without fail.
- 19 If any candidate is found using any unfair means or impersonation he/she will be debarred from all examinations of DSSSB and/or necessary legal action be initiated.
- 20 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.
- 21 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.
- 22 The speed will be adjudged on the accuracy of typing on the computer of a given text passage in 10 minutes.
- 23 During the course of typing if a candidate commits any typing mistake / errors, 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.
- 24 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 give Certificate from Medical Board attached to Special Employment Exchanges for the handicapped (or by a Civil Surgeon



where there is no such Board) that he/she is unable to type at Skill Test Centre on the date mentioned on e-admit card.

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.

26 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.

27 Prohibited Items for Candidates in the Exam. The candidates are not allowed to carry any communication device like Mobile Phone etc. and any other items which may cause hindrance to conduct of examination.

28 **No arrangement will be made at the Centres for Keeping any articles/items belongings to the candidates.**


Deputy Secretary (Exam)
: DSSSB

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