

**HARYANA STAFF SELECTION COMMISSION**  
**Bays no. 67-70, Sec. 2, Panchkula-134151**  
**(Website: www.hssc.gov.in)**

**NOTICE TO THE CANDIDATES FOR MOCK LINK FOR SHORTHAND & TRANSCRIPTION  
TEST FOR VARIOUS POSTS AGAINST ADVT. NO. 12/2015, CAT. NO. 01, , 04, & 07.**

Reference Haryana Staff Selection Commission's notice dated 22<sup>nd</sup> March, 2018 and 30<sup>th</sup> March, 2018 for **Shorthand and transcription Test** for various posts of various Department/Boards & Corporations, against Advt. No. 12/2015, Cat. No. 1, 4, & 7 to be held on 23.04.2018 to 26.04.2018.

It is notified for information of the candidates that that URL for the **Mock Test** Link for the above said **Shorthand and transcription Test** are given below. The candidates are advised to practice online for the **Mock Test** & read the instructions carefully during Online Mock Test. The candidates can practice for Online Mock Test any number of times without any restrictions using any email id (whether valid or invalid).

Mock Test Link Detail

<https://g21.digialm.com:443//OnlineAssessment/index.html?1643@@M6>

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

1. The examination will be conducted online. You will be required to enter Login ID and Password to enter the On-Line exam site. Please ensure that you're Name and other details which will subsequently appear on the screen are correct.
2. Candidates should report at the center of the examination well in advance of the reporting time as indicated in the Admit Cards to complete activities such as verification of the candidate, capture of biometric (RTI and photo), collection of documents, announcement of instructions and logging in etc.
3. The Candidate must bring his/her Admit Card at the respective Examination Centre. The candidate is also required to bring one of the Photo Identification in original viz. Voter ID / Driving License / PAN Card / Passport, Aadhar Card/e-Aadhar Card etc for verification. The identity of the candidate will be matched from the original proof. No candidate shall be permitted in the examination centre without carrying Admit Card and original ID Proof under any circumstances.
4. No candidate will be allowed inside the test center after \*gate closing time i.e. 08:30 AM for Shift-I, 12:00 PM for Shift-II & 03:30 PM for Shift-III for CAT 1, 4,7.
5. Candidates are requested to report at the examination centre positively at the reporting time mentioned on the Admit Card. No late coming is allowed. Candidates are therefore advised to locate their examination centre and its accessibility at least a day before the examination so that they can reach the centre on time on the day of examination.
6. Electronic gadgets such as laptops, mobile phones, pager, electronic watches, Bluetooth enabled devices, calculators Pen & Pencils etc. are NOT ALLOWED inside the premises of test center. There is no facility for safe-keeping of your personal belongings outside the examination hall and HSSC is not responsible for its loss. Candidates are advised to not bring any such items in the test center. Only Admit Card, Photo ID cards in original will be allowed inside the hall. Any candidate found resorting to any unfair means or malpractice or any misconduct while appearing for the examination including giving/receiving help to/from any candidate during the examination will be disqualified. The candidate should be vigilant to ensure that no other candidate is able to copy from his/her answers.
7. Indulging in any malpractice/using unfair means in the examination/arranging impersonator will disqualify the candidate and he/she will be debarred from all future HSSC Examinations.
8. Candidates should put their Left Thumb Impression clearly and sign in the respective space provided on the call-letter in the presence of the invigilator.
9. The candidates will follow the instructions printed on the Admit Cards, Special Instructions annexed with Admit Cards and instructions given by the Invigilators /Exam conducting officials in the test center.

10. Biometric data (Right thumb impression and photograph) will be captured at the examination venue. With regards to the same, please note the following:

(a) If fingers are coated (stamped ink/mehndi/ colored...etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.

(b) If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.

(c) Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.

(d) If the primary finger (right thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

(Any failure to observe these points will result in non-admittance for the examination)

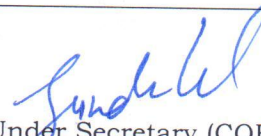
11. Once the Biometric attendance/Capturing of photograph at the Registration Desk is done, such candidate will not be allowed to leave the Exam Room/Hall before end of the examination.
12. Any request for change of date/session/centre/venue will not be entertained.
13. Frisking will be done at entry point and during the examination. In the examination, if a candidate is (or has been) found guilty of: (i) using unfair means during the examination or (ii) impersonating or procuring impersonation by any person or (iii) misbehaving in the examination hall or (iv) resorting to any irregular or improper means in connection with his/her candidature for selection or (v) obtaining support for his/her candidature by any unfair means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, will also be liable: (a) to be disqualified from the examination for which he/she is a candidate and (b) to be debarred, either permanently or for a specified period, from any examination or recruitment conducted by HSSC.
14. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
15. Anyone found to be disclosing, publishing reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorized possession of test content is likely to be prosecuted.
16. The candidates are not allowed to leave the test lab/test room until they are asked to do so by the exam conducting officials after completion of the test.

### **SPECIAL INSTRUCTIONS TO THE CANDIDATES APPEARING IN THE STENOGRAPHY TEST**

1. The candidates will listen Mock audio & Actual audio carefully.
2. The candidates will be provided blank note books and pens for taking dictations wherein they will write their Roll Number, Name, Date of Exam and signature.
3. It is the responsibility of the candidate to ensure that his/her thumb impressions on the attendance sheet (Left) is clear and complete. Smudged / Unclear thumb impression may lead to disqualification of such candidate.
4. Document verification shall be carried out before the skill test. Candidates appearing in the examination must ensure that all the fingers of both Hands should be clean and clear without any colour to enable successful verification with Biometric samples taken at the time of CBT Exam which was held in Nov 17.
5. After reading Instructions, accept the declaration and click on "I'm ready to begin".
6. Do not worry, in case of above technical failure, you would be allow for re login and complete assessment time will be provided for test evaluation.

<b>Instructions to Candidates for Stenography Exam</b>	
<b>1</b>	Read / listen carefully to the instructions given in order to avoid disqualification, error and timely loss. After listening / reading the instructions carefully, click on the check box to proceed.
<b>2</b>	Dictate-ted (spoken) English-Hindi text passage (text) written in the shorthand by the candidates for stenography test is to be typed in English with QWERTY keyboard layout on desktop computer.
<b>3</b>	Do not use special keys or any key at the time of the examination, which is not necessary for the typing of the words given in the spoken text. Do not typing any special characters / symbols and symbols / symbols except those mentioned in the spoken text.
<b>4</b>	Type the words / words mentioned in the spoken text without any errors. When typing a word, <b>only use Backspace key to fix that word within line</b> . You cannot go back to the previous typed line using arrow key .
<b>5</b>	Be patient during examinations and keep calm. You can contact the lab invigilator for any problem, such as: -
	Key-board error
	Machine automatic shutdown
	Power interruption
	Browser crash
	Artificially expiring session
<b>6</b>	If the above mentioned technical problem occurs while the candidates / candidates are typing, then the opportunity of log-in will be provided again. The remaining time of the time will be provided to the candidates / candidates for the type of content that was typed by the candidates / candidates during the time and at which time the technical problem had occurred.
<b>7</b>	Candidate can be revoked if someone disturb the peace or in some way disrupt the examination or adopt wrong methods / imitating / using restricted electronic gadgets such as Bluetooth device, mobile phone, electronic watch, camera etc.
<b>8</b>	Clock has been installed on the server so the remaining time of the exam expiry will be displayed in the countdown timer at the top right corner of your computer screen.
<b>9</b>	Actual typing will be submitted automatically. You do not need to stop or submit your exam at the end of the exam, it will automatically stop and the actual typing will be stored online
<b>10</b>	Candidates will not be allowed to leave the Examination Hall until the examination ends.

Dated- Panchkula  
17<sup>th</sup> April, 2018

  
 Under Secretary (COE),  
 Haryana Staff Selection Commission,  
 Panchkula