

HARYANA STAFF SELECTION COMMISSION
BAYS NO. 67-70, SECTOR-2, PANCHKULA-134151
Web Site-www.hssc.gov.in

NOTICE TO THE CANDIDATES
FOR SHORTHAND AND TRANSCRIPTION TEST FOR VARIOUS POSTS OF
STENOS, AGAINST ADVT. NO. 12/2015, CATEGORY NO. 2, 3, 5, 6 & 8
FOR VARIOUS DEPARTMENTS/BOARDS & CORPORATIONS.

Reference Haryana Staff Selection Commission's online computer based written examination notice dated 11th October, 2017 published in various newspapers and also available on HSSC website for holding of written examination for various posts against Advt. No. 12/2015

It is notified for the information of all concerned candidates that Haryana Staff Selection Commission will hold **SHORTHAND & TRANSCRIPTION TEST** as per advertisement conditions for various posts of Steno-Typists, Junior Scale Stenographers and Senior Scale Stenographers for various Departments/Boards & Corporations against Advt. No. 12/2015, Category No. 2, 3, 5, 6 & 8 from 06.02.2019 to 10.02.2019 as per schedule given below:-

Sr. No.	Name of post	Advt. No.	Cat. No.	Date & Time of Test	Place	Date of download of Admit Card
1	Junior Scale Stenographer (Hindi), Various Departments/Boards & Corporations.	12/2015	5	06.02.2019 1st Shift Entry Time:-08.00 AM to 08.30 AM <u>Note:- No entry after 08.30 AM</u> Exam Start Time:- 09.00 AM 2nd Shift Entry Time:-10.30 AM to 11.00 AM <u>Note:- No entry after 11.00 AM</u> Exam Start Time:- 11.30 3rd Shift Entry Time:-01.00 PM to 01.30 PM <u>Note:- No entry after 01.30 PM</u> Exam Start Time:-02.00 PM (Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 8%)	As per Admit Card	01.02.2019 Onwards
2	Senior Scale Stenographer (Both Languages), Various Departments/Boards & Corporations.	do	8	07.02.2019 1st Shift Entry Time:-08.00 AM to 08.30 AM <u>Note:- No entry after 08.30 AM</u> Exam Start Time:- 09.00 AM 2nd Shift Entry Time:-11.30 AM to 12.00 Noon <u>Note:- No entry after 12.00 Noon</u> Exam Start Time:- 12.30 PM 3rd Shift Entry Time:-03.00 PM to 03.30 PM <u>Note:- No entry after 03.30 PM</u> Exam Start Time:-04.00 PM	As per Admit Card	01.02.2019 Onwards

				<p>(English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 4%)</p> <p>AND</p> <p>Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 4%)</p>		
3	Junior Scale Stenographer (Both Languages), Various Departments/Boards & Corporations.	do	6	<p>08.02.2019</p> <p>1st Shift Entry Time:-08.00 AM to 08.30 AM <u>Note:- No entry after 08.30 AM</u> Exam Start Time:- 09.00 AM</p> <p>2nd Shift Entry Time:-11.30 AM to 12.00 Noon <u>Note:- No entry after 12.00 Noon</u> Exam Start Time:- 12.30 PM</p> <p>3rd Shift Entry Time:-03.00 PM to 03.30 PM <u>Note:- No entry after 03.30 PM</u></p> <p>Exam Start Time:-04.00 PM</p> <p>(English Shorthand at a speed of 100 words per minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8%)</p> <p>AND</p> <p>Hindi Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistake should not exceed 8%)</p>	As per Admit Card	01.02.2019 Onwards
4	Steno-Typist (Both Languages) Various Departments/Boards & Corporations.	do	3	<p>09.02.2019</p> <p>1st Shift Entry Time:-08.00 AM to 08.30 AM <u>Note:- No entry after 08.30 AM</u> Exam Start Time:- 09.00 AM</p> <p>2nd Shift Entry Time:-11.30 AM to 12.00 Noon <u>Note:- No entry after 12.00 Noon</u> Exam Start Time:- 12.30 PM</p> <p>3rd Shift Entry Time:-03.00 PM to 03.30 PM <u>Note:- No entry after 03.30 PM</u></p> <p>Exam Start Time:-04.00 PM</p> <p>(English Shorthand at a speed of 80 words per minute and transcription at a speed of 15 words per minute and mistakes should not exceed 8%)</p> <p>AND</p> <p>Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%)</p>	As per Admit Card	01.02.2019 Onwards
5	Steno-Typist (Hindi) Various Departments/Boards & Corporations.	do	2	<p>10.02.2019</p> <p>1st Shift Entry Time:-08.00 AM to 08.30 AM <u>Note:- No entry after 08.30 AM</u> Exam Start Time:- 09.00 AM</p> <p>2nd Shift Entry Time:-10.30 AM to 11.00 AM <u>Note:- No entry after 11.00 AM</u> Exam Start Time:- 11.30</p> <p>3rd Shift Entry Time:-01.00 PM to 01.30 PM <u>Note:- No entry after 01.30 PM</u></p>	As per Admit Card	01.02.2019 Onwards

				<p>Exam Start Time:-02.00 PM</p> <p>4th Shift Entry Time:-03.30 PM to 04.00 PM Note:- No entry after 04.00 PM</p> <p>Exam Start Time:-04.30 PM</p> <p>(Hindi Shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistake should not exceed 8%)</p>		
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No separate information will be sent to candidates by Commission through post.

In this regard all applicants are hereby informed that:-

- a. Shorthand and transcription test for the said posts shall be conducted as computer based test in **Kruti Dev 10 for Hindi in font 14 & Arial for English in font 12 with line spacing 1.5 point for Steno skilled test.**
- b. Candidates shall take their seats before the exam start time and create a document with their roll number and shift to be typed at the top of the word documents using MS Word which shall be saved on desktop before start time. Candidate shall start typing on this same page after exam starts when announced by instructors.
- c. The typed answer sheet after printing shall be signed by candidate and invigilator at the point where last word typed ends.
- d. Candidates shall mention their roll number, shift, date of exam in the shorthand note book provided by the Commission before the exam start which shall be submitted to the invigilator at the end of examination bearing signature of candidate and invigilator at the end of paragraph noted in shorthand dictation.
- e. Candidate will note down dictation in shorthand using **only Black Ball Point Pen provided by the Commission.** Candidates will not be allowed to carry any pencil, pen, sharpener, eraser inside the examination center.
- f. Candidate will be provided shorthand Notepad by the Commission to note down dictation. No other external material shall be used by the candidate.
- g. Candidates are advised to keep themselves abreast with latest updates being uploaded on the website from time to time.

Dated: - 10th January, 2019

Sd/-
Controller of Examination,
Haryana Staff Selection Commission,
Panchkula

INSTRUCTIONS TO THE CANDIDATES FOR SHORTHAND AND
TRANSCRIPTION TEST FOR VARIOUS POSTS OF STENOGRAPHERS

1. Candidate must bring legibly printed Admit Card with recent colored photo pasted on it all mark B duly attested by Gazetted Officer and one identity proof with photo like Driving License, Voter card, Aadhar Card, Passport etc. at the examination centre failing which candidate will not be allowed to enter in the Examination Centre.
2. The candidate should enter the examination center as per the entry time mentioned in the Admit Card. No. entry shall be allowed after closing time as mentioned in Admit Card. The Admit Card is provisional and subject to fulfillment of advertised eligibility conditions on the cutoff date. The candidate should ensure that he/she possesses the requisite qualifications and age etc. and fulfils all the eligibility conditions for the said post as per advertisement on the cutoff date. In case, at any stage, it is found that candidate does not fulfill the essential eligibility conditions, his/her candidature shall be immediately cancelled without assigning any reason or notice besides taking such other action as deemed appropriate by the Commission. No claim/compensation shall be admissible in this regard.
3. Shorthand and transcription test for the said posts shall be conducted as computer based test in **Kruti Dev 10 for Hindi in font 14 & Arial for English in font 12 with line spacing 1.5 point for Steno skilled test.**
4. Candidates shall take their seats before the exam start time and create a document with their roll number and shift to be typed at the top of the word documents using MS Word which shall be saved on desktop before start time. Candidate shall start typing on this same page after exam starts when announced by instructors.
5. The typed answer sheet after printing shall be signed by candidate and invigilator at the point where last word typed ends.
6. Candidates shall mention their roll number, shift, date of exam in the shorthand note book provided by the Commission before the exam start which shall be submitted to the invigilator at the end of examination bearing signature of candidate and invigilator at the end of paragraph noted in shorthand dictation.

7. Candidate will note down dictation in shorthand using **only Black Ball Point Pen provided by the Commission**. Candidates will not be allowed to carry any pencil, pen, sharpener, eraser inside the examination center.
8. Candidate will be provided shorthand Notepad by the Commission to note down dictation. No other external material shall be used by the candidate.
9. Candidates are advised to keep themselves abreast with latest updates being uploaded on the website from time to time.
10. Candidates are advised to sit only at the seat allocated to him by the administrator/center superintendent/invigilator. Before the start of the examination candidates are advised to ensure that the computer assigned to him/her is working properly. In case any technical fault noticed by the candidate, he should report to the invigilator immediately. Candidates are advised to save their document from time to time during the exam.
11. Candidates are warned not to carry any pen, pencil, eraser, sharpener, mobile phone, any type of watch, belt, wear ornaments like ring, chain, earring etc., electronic or communication device and correcting Fluid in the examination centre. If any candidate is found possessing any such item, he/she will not be allowed to enter in the examination centre. Candidate found possessing mobile phone and any other aiding material/device as mentioned above in the examination room will be treated serious violation and it will amount to cancellation of the candidature and debarring him/her from future examination of Commission.
12. Candidate should put his/her signature and thumb impression on the Admit Card at the places printed for it in the presence of invigilator in the Examination Hall.
13. The examination will be supervised by doing frisking before allowing entry into Examination Centre, using CCTV Cameras, Biometric attendance, QR code and Videography in the examination Hall/Examination Centre to stop coping and impersonation etc.
14. No request of change of Date, Shift, Center or Seat shall be entertained under any circumstances.
15. The scanned photograph of the candidate on his/her Admit Card or attendance sheet will be tallied with the candidate appearing in the examination by the invigilator. In the event of any discrepancy in the identification and verification of the candidate and photograph,

the candidate shall not be allowed to sit in the examination and be liable for criminal prosecution.

16. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test deliver 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.
17. Anyone found to be disclosing, publishing reproducing, transmitting, storing or facilitating transmission and storage of test canteens in any form or any information therein in whole or part thereof or 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.
18. 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.
19. The administrator/Center Superintendent/Invigilator is authorized to dismiss the candidate from the examination centre in addition to taking any legal action for any of the following reasons:-
 - (a) Creating disturbance.
 - (b) Attempting to take the examination on behalf of someone else.
 - (c) Provoking other candidates to disturb the exam.
 - (d) Creating mischief and disorderliness.
 - (e) Talking to other examination taker(s).
 - (f) Attempting to tamper with or harm the computer system either hardware or software.
 - (g) Use of calculator, slide rules, cell phone, concealed microphones, wireless devices or any other material that may aid in answering the question.
20. If a candidate does not comply with the instructions as mentioned above or creates any kind of indiscipline, the Commission shall take action as per instructions and in addition can also debar the candidate from appearing in the Examination, to be held in future by HSSC and can also initiate criminal proceedings.

21. The above instructions are already available on HSSC website i.e www.hssc.gov. The candidate has to comply with the instructions mentioned above, instructions given in advertisement or instructions printed on Admit Card etc. Therefore, the candidates are again advised to read and understand the instructions carefully given by the Commission from time to time for examination/interview through HSSC website, Advertisement, Examination Notice, Admit Card or any other manner. If a candidate does not comply with Examination Notice, Admit Card or any other manner. If a candidate does not comply with the above instructions than he/she will be solely responsible for the consequences.

22. The candidates are advised to follow all the instructions notified to them at the center.

Sd/-

Dated 10th January, 2019

Controller of Examination,
Haryana Staff Selection Commission,
Panchkula