

# HARYANA STAFF SELECTION COMMISSION

Bays No. 67-70, Sec-2, Panchkula-134151

(Website: [www.hssc.gov.in](http://www.hssc.gov.in))

## SHORTHAND & TRANSCRIPTION TEST NOTICE

**NOTICE TO THE CANDIDATES FOR SHORTHAND AND TRANSCRIPTION TEST FOR VARIOUS POSTS OF STENO TYPIST (ENGLISH), JUNIOR SCALE STENOGRAPHER (ENGLISH) & SENIOR SCALE STENOGRAPHER AGAINST ADVT. NO. 12/2015, CATEGORY NO. 01, 04 & 07 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.

As per direction of Hon'ble High Court CWP No. 12594 of 2018 and CWP No. 13273 of 2018, It is notified for the information of all concerned candidates that Haryana Staff Selection Commission will hold **SHORTHAND & TRANSCRIPTION TEST** for those candidates who have been declared Unsuccessful/ Not-Qualified & Absent Candidates (Roll No. list uploaded on the commission's website i.e. [www.hssc.gov.in](http://www.hssc.gov.in)) in shorthand & transcription test against Advt. No. 12/2015 Cat No. 01, 04 & 07 which was held on 23.04.2018 to 26.04.2018 as per advertisement conditions for various posts of Steno-Typists (English), Junior Scale Stenographers (English) and Senior Scale Stenographers (English) for various Departments/Boards & Corporations against Advt. No. 12/2015, Category No. 01, 04 & 07 from 17.06.2019 to 21.06.2019 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	Steno Typist (English)	12/2015	01	<b>17.06.2019 &amp; 18.06.2019</b> <b>1st Shift</b> Entry Time :- 7.30 AM to 8.30 AM No Entry after 8.30 AM Exam Start Time :- 08.55 AM <b>2nd Shift</b> Entry Time :- 11.00 AM to 12.00 Noon No Entry after 12.00 Noon Exam Start Time :- 12.25 PM <b>3rd Shift</b> Entry Time :- 2.30 PM to 3.30 PM No Entry after 3.30 PM	As per Admit Card	10.06.2019 Onwards

				Exam Start Time :- 3.55 PM (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%)		
2	Senior Scale Stenographer (English)	12/2015	07	<b>19.06.2019</b> <b>1st Shift</b> Entry Time :- 7.30 AM to 8.30 AM No Entry after 8.30 AM Exam Start Time :- 08.55 AM  <b>2nd Shift</b> Entry Time :- 11.00 AM to 12.00 Noon No Entry after 12.00 Noon Exam Start Time :- 12.25 PM  <b>3rd Shift</b> Entry Time :- 2.30 PM to 3.30 PM No Entry after 3.30 PM Exam Start Time :- 3.55 PM  (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%)	As per Admit Card	10.06.2019 Onwards
3	Junior Scale Stenographer (English)	12/2015	04	<b>20.06.2019 &amp; 21.06.2019</b> <b>1st Shift</b> Entry Time :- 7.30 AM to 8.30 AM No Entry after 8.30 AM Exam Start Time :- 08.55 AM  <b>2nd Shift</b> Entry Time :- 11.00 AM to 12.00 Noon No Entry after 12.00 Noon Exam Start Time :- 12.25 PM  <b>3rd Shift</b> Entry Time :- 2.30 PM to 3.30 PM No Entry after 3.30 PM Exam Start Time :- 3.55 PM  (English Shorthand at a speed of 100 words per	As per Admit Card	10.06.2019 Onwards

				minute and transcription at a speed of 20 words per minute and mistakes should not exceed 8%)		
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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. 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 your Name and other details which will subsequently appear on the screen are correct.
- b. The candidates will be provided blank note books for taking dictations wherein they will write their Roll Number, Name, Date of Exam and signature and candidate will note down dictation in shorthand using only Pen/Pencil provided by the Commission. Candidates will not be allowed to carry any pencil, pen, sharpener, eraser inside the examination center.
- c. Candidates will listen to the dictation given by instructor carefully.
- d. The typed text can be edited at any point of time till the given text completes.
- e. 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.
- f. Timer is set on the server and the countdown time of typing test will be displaying on your computer screen.
- g. Keep silence and have patience during the examination. The candidates may contact with Invigilators/Exam Conducting Officials during the examination for example:-
  - (i) Any fault/error in keyboard.
  - (ii) Switching off computers automatically.
  - (iii) Interruption of power supply.
- h. The submit button will be enabled after completing the typing of dictated passage.

Dated: - 24<sup>th</sup> May, 2019

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

**INSTRUCTIONS TO THE CANDIDATES FOR SHORTHAND AND  
TRANSCRIPTION TEST FOR VARIOUS POSTS OF STENO TYPIST &  
STENOGRAPHER**

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. Candidates are advised to keep themselves abreast with latest updates being uploaded on the website from time to time.
4. 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.
5. Candidates are warned not to carry any pen, pencil, eraser, sharpener, mobile phone, any type of watch, belt, wear ornaments like ring, chain, earning 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.
6. 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.

7. 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.
8. No request of change of Date, Shift, Center or Seat shall be entertained under any circumstances.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. The above instructions are already available on HSSC website i.e [www.hssc.gov](http://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.
16. The candidates are advised to follow all the instructions notified to them at the center.

Dated 24<sup>th</sup> May, 2019

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