

Instructions to the Candidates for Stenography Test for the post of Stenographer-III (On Computer)

1. The University will provide the Computer and Shorthand Notebook for the test. No candidate will be allowed to bring his own key board.

2. For short hand test (on computer) for Stenographer-III, the scheme of Test is as under:

The candidate may opt any one of the following two papers:

	Skill Test Norms on Computer	Duration of Examination	Marks
Paper-I	English Shorthand test (the test shall consist of dictation of 100 words per minutes)	10 Minutes	100
	Transcription and typing of dictated passage in English on computer	60 Minutes	
Paper-II	Hindi Shorthand test (the test shall consist of dictation of 100 words per minutes)	10 Minutes	100
	Transcription and typing of dictated passage in Hindi on computer	70 Minutes	

3. Candidates are required to report **1:00 Hrs prior** to time of examination. The candidate must bring call letter issued to him/her by the University for appearing in the Stenography Test.

4. Traveling and other expenses must be borne by the candidates themselves.

5. If the computer goes out of order during transcription, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.

6. Candidates shall be given two trial passages each of one minute's duration which need not be transcribed. Thereafter, the actual passage shall be dictated. As soon as it is over, the candidates shall return to the transcription room and read their shorthand notes silently for ten minutes. The time for the commencement of the transcription will be announced by the Invigilator/Venue Supervisor as soon as the reading time is over. Thereafter, they will have to complete their transcription including comparison, correction etc. within the stipulated time. The candidate shall have to transcribe the shorthand notes in DOUBLE SPACE.

7. Candidates should not tear any sheet given to them. When the printout of the transcript typed by him/her is given to him/her, he/she must write his roll no. and name on each page, sign and handover the same to the invigilator" along with the Shorthand Note book. Candidates are advised that the Shorthand Note book is scrutinized by the University before finalization of the result of the skill test.

8. Candidates should not take either script or any blank typing paper out of the Examination Hall.

9. Every candidate will be supplied with a photo bearing attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb impression before the beginning of the Test.

10. Candidates shall not be permitted to leave the Examination Hall until the completion of the Test.

11. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the completion of the allotted time.

12. Silence must be observed in the Examination Hall. Smoking /chewing tobacco in the Examination Hall is strictly prohibited.

13. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. 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 or such other penalty as the University may deem fit.

14. Any request for change in time/date/centre/medium of the test will not be entertained by the University under any circumstances.

15. Possession of mobile/cellular phones (whether in use or not) in the examination hall is strictly prohibited. Failure to do so shall invite disciplinary action as the University may deem fit, including cancellation of candidature. Candidates are advised in their own interest not to bring these gadgets to the examination venue as there will be no facility for safe-keeping.