




No. F.55 (366) /DSSSB/Exam/ 2024 / 1544

Date: 18/07/2024

**General Instructions to candidates for Skill Test (Shorthand & Typing) for the post code – 801/24, Sr. PA/PA, District & Sessions Courts/District & Sessions Courts (Family Courts).**

1. Specific Date(s) of a candidate will be given in the Admit Card of the 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. Photo Attendance Sheets will be provided at the center and the same is to be handed over to the invigilator on the exam day after signing, affixing thumb impression and after completing writings in the presence of invigilator. Candidates are allowed to retain e-Admit Card after the completion of exam. **A candidate, under no circumstances shall be allowed to leave exam center before time of completion of exam.**
4. Candidate should bring original E-admit card and **Original valid Government Photo ID proof having the date of birth as printed on the E-Admit Card.** The Original Government Photo ID proof should have clear photograph of the candidate, which could be verified with the face of the candidate. Mutilated/very old ID cards from which candidate could not be verified will not be allowed to enter the examination venue. No request/plea will be entertained in this regard.
5. If the Original Government Photo ID proof does not have the date of birth printed on it, then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards, Birth Certificate, Category Certificate) in proof of their date of birth. **In case of mismatch in the date of birth mentioned in the E-Admit Card and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.**
6. The e-admit cards will be uploaded on the website of DSSSB, after which the candidates may download the admit card by visiting the website- <https://dsssonline.nic.in>.
7. 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 debarred/**invalid ab-initio** in case he/she does not fulfill the eligibility criteria.
8. The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
9. The Board will provide Computer, Keyboard and Shorthand Notebook for Typing Test/Shorthand test. The candidates have to bring their own pencil/writing instrument.
10. The candidates have to give his/her skill test in English medium only.
11. The candidate should not bring any article such as books, notes, loose sheets etc. in the examination hall.
12. 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.
13. Candidates should write their particulars such as Name, Roll No., Post Code, Test Date and put their signature at the space provided. **Candidate should put his/her left hand thumb impression on the space provided in the Admit Card, Photo Attendance Sheet and Answer sheet (Typing Sheet) in the presence of the invigilator.** Thereafter, the invigilator will sign on the Admit Card.
14. All the candidates are advised to converse themselves thoroughly with the scheme of skill test given in the Vacancy Advertisement Notice dated 12.01.2024.

<b>Senior Personal Assistant</b>	Shorthand test @ 110 wpm Typing test @ 40 wpm	<b>Note:</b> <ul style="list-style-type: none"><li>• The passage of 550 words will be dictated in five (5) minutes duration.</li><li>• Each candidate will be given opportunity to appear in two shorthand dictation and transcription tests and best of the two will be considered and taken into considered for short-listing the candidates for interview.</li></ul>
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		<ul style="list-style-type: none"> <li>• Candidates will get forty (40) minutes duration to transcribe each of the dictated passages on computer.</li> <li>• No extra time will be given for reading the passage.</li> <li>• Total number of mistakes permissible would be 4% of the total words dictated i.e. twenty two (22).</li> </ul>
<b>Personal Assistant, Personal Assistant (Family Courts)</b>	Shorthand test @ 100 wpm Typing test @ 40 wpm	<p><u>Note:</u></p> <ul style="list-style-type: none"> <li>• The passage of 500 words will be dictated in five (5) minutes duration.</li> <li>• Each candidate will be given opportunity to appear in two shorthand dictation and transcription tests and best of the two will be considered and taken into considered for short-listing the candidates for interview.</li> <li>• Candidates will get forty (40) minutes duration to transcribe each of the dictated passages on computer.</li> <li>• No extra time will be given for reading the passage.</li> <li>• Total number of mistakes permissible would be 4% of the total words dictated i.e. twenty (20).</li> </ul>

15. The candidates who are shortlisted in the Computer Based Examination will be required to appear in the Skill Test for Shorthand & Typing. The candidates will be given 02 dictations for 05 minutes each as per required speed. The dictated matters will have to be transcribed on computers. The transcription time is as follows :-

Sr. No.	Post Name	Shorthand			Typing		
		Dictation Speed	Transcription time (in minutes)	Transcription time for candidates eligible under PwBD category as per Vacancy Advertisement (in minutes)	Typing Speed	Typing test duration (in minutes)	Typing test duration for candidates eligible under PwBD category as per Vacancy Advertisement (in minutes)
1.	Sr. Personal Assistant	110 wpm	40	55	40 wpm	10	15
2.	Personal Assistant	100 wpm	40	55	40 wpm	10	15

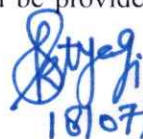
16. No exemption from Stenography test will be granted to any category of candidates on any condition/circumstance.

17. (i) Person with disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may be exempted from the Typing Test, provided such a candidate submits a Certificate in the prescribed format (Annexure-A) along with undertaking in this regard at Skill Test Centre on the date mentioned on e-admit card. This Certificate (Annexure-A) should be issued by the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him to be permanently unfit for the Typing Test because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant medical certificate issued by the Competent Authority at the time of Typing Test. Otherwise their claim for seeking exemption from Typing Test will not be entertained by the DSSSB. **No further request in this regard will be entertained under any circumstance.**

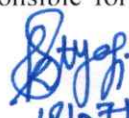
(ii) Such candidates may submit their certificate at examination center at their own risk. The Office of the Principal District & Sessions Judge (HQs), Delhi shall refer such cases to a Medical Board in a Govt. Hospital for clearance at a later stage. In case of any concealment of facts or discrepancy in medical certificate, the Recruitment Committee of District & Sessions Court reserves the right to reject the candidature of such candidates at any stage, even after appointment.

18. The skill test shall be qualifying in nature and candidates qualifying the skill test shall only be eligible for Interview i.e. Tier-IV exam.


19. For typing test, printed matter in English on a sheet would be provided to each candidate who would enter the same in the computer.

  
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20. Candidates must start typing from the beginning of the passage after leaving one inch of space (side margin).
21. 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 stipulated time, they may restart the typing of same passage and continue to type till the 'STOP TYPING' signal is given at the end of given time.
22. Candidates must stop typing as soon the 'STOP TYPING' signal is given. They shall remain at their seats 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.
23. The candidates are instructed to check all the keys of the computer at exam center and should ensure and satisfy themselves that the computer machine is 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. **The candidates should not touch the keypad after 'STOP TYPING' has been announced, as all remained activities including printing of typed matter will be done by the board/lab staff. Any loss of data due to illegal act by candidates after the word 'STOP TYPING' has been announced, shall render his/her candidature liable to be cancelled.**
24. Any complaints regarding Chairs, Computer System, Key Board etc. should be informed to the Invigilators/Lab-Assistant before the announcement of the word 'START TYPING. No enquiry/correspondence will be entertained later in this regard.
25. 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.
26. After skill test is over, all the candidates shall surrender the Question Paper and Typing Sheet to the Invigilator without fail.
27. If any candidate is found using any unfair means or impersonation he/she will be debarred from all examination of DSSSB for lifetime and/or necessary legal action will be initiated.
28. The candidature of the candidate to the Skill Test is entirely provisional and subject to the outcome of any direction/decision/order/pronouncement of any **court of law and mere issuance of admit card or appearance at examination/Test does not entitled him/her to any claim for the post.**
29. **The Board reserves the right to cancel a part of or entire process of examination/test due to administrative reason(s), 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. No request for change in date, time and centre of exam will be accepted under any circumstances.
30. The speed will be adjudged on the accuracy of typing on the computer of a given text passage within stipulated time.
31. 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 centers, 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.
32. 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.
33. Items such as mobile phones, smart watches, Bluetooth devices, other electronic devices, metallic items or any other item which may cause hindrance to conduct of examination are strictly prohibited and the candidates will not be allowed to carry such items in the examination center.
34. **No arrangement will be made at the Centers for keeping bag/mobile phones/any other belonging of the candidates.**
35. The candidates are advised to visit the website of DSSSB i.e. <https://dsssb.delhi.gov.in> regularly for any update/information of the said post code as the communication sent through e-mail & SMS are additional facilities. The Board shall not be responsible for any lapse on the part of candidate in this regard.

  
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36. Candidates are advised to again carefully read the para-11 and para-12 of the vacancy advertisement regarding "Action against candidates found guilty of misconduct" and "Final decision on selection/shortlisting".
37. Board will be at discretion to conduct the stenography dictation either in physical mode (through dictator) or by playing recorded audio.

  
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Copy to:-

1. SA (IT) with the request to upload the same on the official website of DSSSB and send e-mail & SMS to candidates in this regard.

  
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DSSSB

## ANNEXURE-A

### Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test

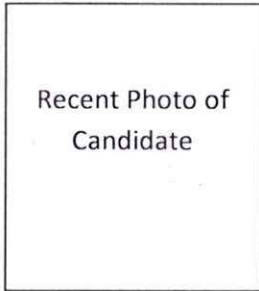
This is to certify that Sh./Smt./Kum. \_\_\_\_\_ son/daughter/wife of Shri  
\_\_\_\_\_ is suffering from \_\_\_\_\_.

Clinical diagnosis as a result of which, he/she has the following disabilities (brief description)-

\_\_\_\_\_  
\_\_\_\_\_.

This is a permanent disability and the extent of his/her disability works out to \_\_\_\_\_% of disability. This disability is likely to interfere with Typewriting (specify) :-

\_\_\_\_\_



Signature of Civil Surgeon:

Name:

(Official Stamp):

Place:

Date:

Signature of Candidate:

Name:

Roll No.: