SHORTHAND DICTATION AND TYPING TEST IN ENGLISH AND PUNJABI FOR RECRUITMENT TO THE POST OF STENO-TYPIST
(15.01.2024 TO 23.01.2024)

MOST IMPORTANT INSTRUCTIONS FOR THE CANDIDATES (MUST READ)

1. Admission to the examination centre will be on production of Admit Card and Original ID proof only.

2. The candidate must present this Admit Card along with ORIGINAL ID (not photocopy or scanned copy) proof (Adhaar ID or Driving Licence or Voter ID or Passport) to the Staff at the Centre otherwise no entry will be allowed.

3. Candidates will be permitted to appear for the examination only after the credentials are verified by the centre officials.

4. The candidate must reach the Examination Centre at 09.00 AM.

5. Candidates are not allowed to carry Mobiles or any kind of Electronic Device, digital pen, digital watch in the Examination Centre. There is no facility for safekeeping of your personal belongings inside/outside the Examination Hall and we are not responsible for its loss.

6. Possession of any electronic gadget or unwanted material during examination will lead to disqualification.

7. The candidates are required to hand over the Admit Cards to the Invigilation Staff before leaving the Examination Hall.

8. No candidate is allowed to leave the Examination Centre before the end of examination.

9. Candidates will be allowed to appear in the Examination with ordinary pencil/pen only.

MODE OF TEST:

1. The candidates will be required to appear in English Shorthand test consisting of a passage of 400 words at a speed of 80 w.p.m. to be transcribed at the speed of 15 w.p.m. and Punjabi Shorthand test consisting of 200 words at a speed of 50 w.p.m. to be transcribed at the speed of 10 w.p.m.

2. 8% mistakes will be permissible to pass the test both in English and Punjabi.