

HIMACHAL PRADESH PUBLIC SERVICE COMMISSION
Instruction to the Candidates for Skill Test for Sr. Scale Stenographer Test
(On Computer)

Date of Skill Test : 23rd August, 2022.

Venue: Centre of Excellence Govt. College Sanjauli, Shimla

Time of Skill Test : 03:00 PM onward

Reporting time: 02:00 PM

- 1. Candidates having symptoms of fever, cough and cold or having no symptoms of COVID-19 will be made to sit in a separate room in the examination center.**
2. The candidates must read and strictly follow SOP regarding conduct of examination to contain the spread of COVID-19 Pandemic.
3. The candidates are advised to bring their water bottles, Sanitizer and wear masks etc. to contain the spread of Covid-19.
- 4. No candidate will be allowed to enter the examination hall/ rooms without mask and thermal scanning.**
5. The Commission will provide the Computer and Shorthand Notebook for the test, however, the candidates will also be allowed to bring his/her own key board.
6. Short hand test (on computer) will be at the speed of 100 words per minute for English short hand and 80 words per minute for Hindi short hand. The speed in typing on computer will be 40 w.p.m. for English typing and 30 w.p.m. for Hindi typing.
7. Candidates are required to report to the Supervisor at the reporting time indicated on their Admission Certificate. The candidate must bring original Admission Certificate issued to him/her by the Commission for securing admission to the Test of Sr. Scale Stenographer.
8. Traveling and other expenses must be borne by the candidates themselves.
9. The candidates will be required to take their seat ten minutes before commencement of the said Test. 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.
10. Candidates should type their particulars (Roll No., etc.) in the space provided on the screen, verify personal details on the next screen.
11. 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/her roll no. and name on each page, sign and handover the same to the invigilator”.

- 12 Candidates should not take either script or any blank typing paper out of the Examination Hall.
- 13 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.
- 14 Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
- 15 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 expiry of the allotted time.
- 16 Silence must be observed in the Examination Hall. Smoking /chewing tobacco in the Examination Hall is strictly prohibited.
- 17 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 Commission may deem fit.
- 18 Any request for change in time/date/centre/medium of the test will not be entertained by the Commission under any circumstances.
- 19 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 Commission may deem fit, including cancellation of candidature.

Sd/-
(D.K Rattan)IAS,
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H.P. Public Service Commission
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