

**Rashtriya Sanskrit Sansthan
(Deemed University)
Janakpuri, New Delhi-110 0058**

Guidelines and instructions for candidates appearing in Skill Test for

Stenographer Grade I and Stenographer Grade II

Date of Skill Test in Stenography [Grade-I & Grade-II (English, Hindi)]	-	17.11.2018 (Saturday)
Reporting Venue for Skill Test in Stenography [Grade-I & Grade-II (English, Hindi)]	-	The Institution of Electronics and Telecommunication Engineers (IETE -Delhi Centre) 16/1-2, Institutional Area, Pankha Road, Janakpuri, New Delhi-110058 (Near Sagarpur Police Station)
Reporting Time for registration and verification of documents etc.	-	9.00 A.M. to 10.00 A.M. on 17-11-2018 No candidate will be permitted for appearing in skill test after reporting time i.e. 10.00 a.m.
Time of Skill Test in Stenography [Grade-I & Grade-II (English, Hindi)]	-	10.30 A.M. onwards
Duration of Skill Test in Stenography	-	<p>The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 100 w.p.m. for the post of Stenographer Grade I and 80 w.p.m. for the post of Stenographer Grade II. The matter will have to be transcribed on computer only.</p> <p>The transcription time is as follows:-</p> <p><u>For Stenographer Grade I –</u> 40 minutes (English) and 55 minutes (Hindi)</p> <p><u>For Stenographer Grade II –</u> 50 minutes (English) and 65 Minutes (Hindi)</p>

General Instructions:

1. While reporting for Skill Test, the candidates shall bring the following documents for verification:-
 - (i) Admit Card issued for Skill Test
 - (ii) Admit Card issued for Written Examination
 - (iii) Two recent passport size photographs
 - (iv) Aadhar Card/Voter ID Card or any other valid ID

2. Candidates are required not to carry mobile phones, calculator or any other prohibited electronic gadgets etc. bag including ladies' purse and valuable item(s) inside the examination/test centre. These items are completely prohibited in the examination/test centre.
3. The candidate should be in possession of valid admit card having photograph, signature and other details on it, failing which he/she not be allowed to appear in the Skill Test.
4. Candidate who is found to possess any book or portion thereof or any manuscript material, mobile phone/ paper/ calculator or any other unauthorized electronic gadgets etc. after commencement of the examination inside the examination hall / test centre whether in use or not will be deemed to have been using unfair means and would accordingly be liable to legal action as deemed fit, including debarment from future examinations for recruitment in Sansthan. Candidates are therefore, advised in their own interest not to bring any of the banned items as described above to the venue of examination/test, as no arrangements are made at the exam/test centre for their safe keeping.
5. Candidates must abide by the instructions given by Supervisor/Invigilator/Examiner. Failure to do so or if candidate found in attempting or attempted to use any unfair means shall be liable to such punishment as the Sansthan may decide to impose, beside cancellation of candidature.
6. Candidates should bring their own stationery like pen/pencil, eraser etc. for the skill test. However, sheets for Dictation and typing will be provided by the Examining Authorities at Test Centre.
7. Candidates are advised to reach the exam/test venue at least half an hour before the scheduled time for reporting.
8. The candidates would not be allowed to leave the exam/test centre venue upto completion of the test.
9. Parent and guardian are not allowed to enter the exam hall/ test centre venue.
10. Skill Test will be conducted in batches. Batches of number of candidates will be made by the Examining Authorities based on the attendance and situation at the Test Centre.
11. Candidates are required to occupy the seats allotted to them batchwise for Dictation and Typing on Computer Sets.
12. Candidates are required not to damage the equipments provided to them in Test Centre in any manner. Any Candidate found making an erroneous act or damaging the equipments shall be debarred from further process of the test and his /her candidature will be cancelled.
13. Candidates will be offered a practice session to check the computer sets for typing. If they notice any error in working of the Computers, they should report for the same to the examiners present at the test Centre. Any complaint regarding malfunctioning of the computer sets during typing or later shall not be entertained.

REGISTRAR I/C