

INSTRUCTIONS TO CANDIDATES
SECTION OFFICER'S/STENOGRAPHER'S (GRADE 'B'/GRADE 'I') LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATION, 2018 – FOR WRITTEN EXAMINATION

1. On receipt of the e-Admission Certificate, the candidate should carefully check all particulars and discrepancies, if any, should be brought to the notice of the Commission immediately. **The e- Admission Certificate/official Identity Card must be brought to the Examination Hall in all the Sessions of the Examination.** The candidate should exercise due care for safe custody of the e-Admission Certificate and ensure against any misuse for which the candidate himself/herself will be solely responsible.

2. (a) Candidates admitted to the Examination will be required to produce their official identity card at the time of appearing in the Examination along with the e-Admission Certificate.

(b) Candidates should also ensure that the signatures appended by them in all the places viz. in their Application Form, in the Attendance List and in all the correspondences with the Commission should be identical and there should be no variation of any kind.

3. After entering the Examination Hall, the candidate should sign the Attendance Sheet in the presence of invigilator on duty and then hand it over to him/her. The candidate should exercise due care and append identical signatures in relevant column of all the forms viz. Application Form and Attendance Lists.

4. Admission to the Examination is strictly **PROVISIONAL**. The mere fact that an Admission Certificate has been issued to the candidate does not imply that his/her candidature has been finally cleared by the Commission or that he/she has satisfied all the conditions of eligibility. The candidate should note that subsequent to the issue of Admission Certificate, if ineligibility is detected at any stage regarding conditions prescribed in the Rules and Instructions given in the Commission's Notice and Annexure thereto for the Examination have not been complied with, he/she will not be allowed to take the Examination and/or considered for appointment even if he/she had appeared at the Examination or qualified in the Examination. The candidature is liable to be cancelled in such cases.

5. Please note that entry into the Examination Venue shall be closed 10 minutes before the schedule commencement of the Examination i.e. **09.50 AM for the Forenoon Session** and **01.50 PM for the Afternoon Session**. No candidates shall be allowed the entry into the Examination Venue after closure of the entry.
6. No candidate shall copy from the papers of any other candidate nor permit his/her own papers to be copied, nor give, nor attempt to give, nor obtain, nor attempt to obtain irregular assistance of any description. The candidate should not write anything on the e-Admission Certificate or on the time-table or on the 'Instructions to Candidate'.
7. No candidate would be permitted to leave the Examination Hall **without prior permission** of the invigilator for any purpose whatsoever. Before going to the toilet, the candidate must close his/her answer book and not carry any examination material to the toilet. No candidate would be allowed to go to the toilet during the **last 30 minutes** of Examination in each session.
8. Discipline and silence must be observed in the Examination Hall for smooth conduct of the Examination. Loaning or interchanging of erasers or any other article of stationery by the candidate is not permitted in the Examination Hall.
9. No other article except Clip Board or Hard Board or Card Board on which nothing is written, HB Pencil, eraser, pencil sharpener and Pen/ ball point pen are allowed inside Examination Hall/Room.
10. **The candidates should not be possession of or using any Mobile Phone(even in switched off mode), Pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc., or Cameras or Bluetooth device, or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the Examination. Any infringement of these instructions shall entail disciplinary action under Conduct/Service Rules, rendering candidate liable for departmental administrative action.**

11. Use of normal or simple wrist watches by candidates is allowed inside the Examination Rooms/Halls. However, use of watches fitted with any special accessory that might be used as communication device or smart watches is strictly prohibited and candidates are not allowed to take such watches in the Examination Rooms/Halls.
12. Candidates are advised not to bring any valuables/costly items to the Examination Halls, as safe keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.
13. Seating plan displayed is in Roll Order. Candidate, before proceeding to the Examination Halls/Rooms is to check the exact location of their seat. In case of difficulty, they should contact the Examination functionaries on duty.
14. The candidate should not write his/her Roll Number or Name anywhere in the Answer Book/OMR sheets except in the particular space provided for the purpose. The candidate should not write any irrelevant matter i.e. anything other than the actual answers to questions in the Answer Book.
15. The candidate should attempt questions in Noting and Drafting, Precis writing paper in accordance with the directions given in each question paper and the **medium opted by him/her**, wherever this is relevant. **If, a medium other than the one indicated in the application form is used, the paper(s) of such candidate will not be evaluated.**
16. Immediately on receipt of the Answer Book the candidate must check whether the same is complete. In case, an Answer Book is short of any leaf or leaves or does not bear the serial number on cover page, the fact should be brought to the notice of Invigilator immediately for replacement. If the candidate uses more than one Answer Book, he/she should indicate the total number of Answer Book(s) used on the cover page of the first Answer Book. The candidate should not temper with or take away the Answer sheet with him. He will be penalized for any attempt to do so.
17. If questions are attempted in excess of the prescribed number, only those questions attempted first and up to the prescribed number would be valued and the answers to the remaining questions would be ignored.
18. The candidate should place all loose sheets such as précis-sheets, graph-sheets etc. which may be supplied to him/her for answering questions whether used or not inside the Answer Book and securely fasten them and the additional Answer Book(s), if any.

19. Smoking or taking tea, juices, snacks etc. in the examination hall/room is strictly prohibited.
20. All corrections and changes effected in writing Roll Number on the answer book should be initialled by the candidate as well as by the invigilator and countersigned by the Supervisor.
21. The candidate must write the answers in his/her own hand with Black/Blue pen. Under no circumstances help of a scribe will be allowed. **In respect of OMR Sheet/Answer Sheet (objective papers) marking other than those made by Black Ball Pen would not be evaluated.**
22. Candidates exercising the option to answer to paper in Hindi (Devnagari) may, if they so desire, give English version within brackets of the description of the technical terms, if any, in addition to the Hindi version. The option once exercised in the online application will be treated as final and no change will be allowed at any stage.
23. **No candidate should leave the Examination Hall till completion of the time allotted for the papers.**
24. **The candidate should remain seated until the Answer Books/OMR Sheets of all the candidates in the Examination Hall/Room have been collected and accounted for by the invigilator(s).**
25. The decision of the Supervisor would be final regarding the time prescribed for admission to or leaving the Examination Hall and also regarding completion of the allotted time for the Examination.
26. **Candidates are not entitled to receive any travelling allowance from Union Public Service Commission for attending the Examination.**
27. The candidate must abide by such further instructions as may be specified on the cover of the Answer Book/Question Paper or any other instructions which may be given by the Supervisor of the Examination. If the candidate fails to do so or indulges in disorderly behavior or improper conduct he/she will render himself/herself liable to expulsion from the Examination Hall.
28. Candidate will not be provided any extra sheets for rough work. Last page(s) of the Test booklet can be used for rough work.

29. The candidates are permitted to take away question booklets (attached at the end of answer booklet in case of subjective papers) with them after the conclusion of exam.

30. ***THERE WILL BE PENALTY (NEGATIVE MARKING) FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPERS. THE CANDIDATES ARE THEREFORE, ADVISED TO GO THROUGH THE NOTIFICATION OF THE EXAMINATION IN THIS REGARD.***

31. Candidates should use only international form of Indian numerals (e.g. 1,2,3,4,5 etc.) while answering Paper- III.

32. Suitable deduction of marks may be made for bad handwriting. Where the handwriting is illegible and the written matter in the subjective view of the examiner cannot be evaluated, no credit will be given.

33. For the conventional-type paper, candidates may note that they should complete all parts of any question that they are attempting before moving onto the next question.

34. ***Failure to observe any instructions (whether explicit or implicit) will render the candidate liable to such punishment as the Commission may deem fit to impose, and also initiation of appropriate departmental proceedings.***

35. Wearing of mask/face cover is mandatory for all candidates.

36. Candidates, however, will have to remove their masks for verification, whenever required by the Examination functionaries.

37. Candidates may carry his/her own hand sanitizer (small size) in transparent bottle.

38. Candidates to follow COVID 19 norms of 'social distancing' as well as personal hygiene' inside the Examination Halls/Rooms as well as the premises of the venue.

INSTRUCTIONS TO CANDIDATE
SECTION OFFICER'S/STENOGRAPHER'S (GRADE 'B'/GRADE 'I') LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATION, 2018 – STENOGRAPHY TEST

(ADDITIONAL INSTRUCTIONS FOR CANDIDATES COMPETING FOR CATEGORIES IV, V, VI, VII & IX)

1. The Stenography Test will be conducted at Delhi Centre only.
2. The candidate's Roll Number for appearing in the Stenography Test is the same as given in the admit card.
3. **The candidate should report at their Centre at 08.30 A.M for English Stenography and at 01.30 P.M for Hindi Stenography Test. The Entry at the Main Gate will be closed at 09.00 A.M for English Stenography and at 02.00 P.M for Hindi Stenography Test.**
4. Request for change in time-table/ grouping / Test Centre will not be entertained.
5. The dictation will be provided to the candidates through **Recorded sound** played over Public Address system.
6. The candidate will have to transcribe their shorthand notes on their allotted Computer (PC) which will be provided at the Examination Venue by the Commission. However, He/She should bring his/her pencil, pen, eraser and any other essential stationery item for the Stenography Test. The Commission will provide blank shorthand note book for taking notes. Suitable arrangements will be made for taking "print outs" of the transcribed matter.
7. The time allowed for dictation, review of dictation and transcription is as follows:- **SHORTHAND TEST (ENGLISH/HINDI MEDIUM AT '100' WORDS PER MINUTE)**

I) Dictation	10 Minutes
II) Review of Dictation	10 Minutes
III) Transcription (English)	40 Minutes
IV) Transcription (Hindi)	55 Minutes
8. **Bilingual Keyboards will be provided during the Stenography Test, wherever required. Candidates who have opted for Hindi Stenography Test, both "REMINGTON" and "INSCRIPT" type keyboards layout will be provided as per the option exercised in the online application form. Option once exercised by candidates will not be changed at a later stage.**
9. At the time of Registration during the Stenography Test, **candidate's photo and thumb** impression will be taken.
10. **Any unruly behaviour / disturbance at the Centres for the Stenography Test will be viewed seriously and may entail disciplinary proceedings against the concerned candidates.**

