

**DETAILED INSTRUCTIONS FOR CANDIDATES FOR SHORTHAND/TYPING TEST
FOR THE POSTS OF STENOGRAPHER GR.III ON ADHOC BASIS, TO BE HELD ON
21.01.2020 (TUESDAY) AND 22.01.2020 (WEDNESDAY)**

1. The schedule of **SHORTHAND/TYPING TEST** will be as under:-

SR. NO	NAME OF POST AND VENUE OF TEST	CANDIDATES, CALLED FOR TEST, WITH FIRST ALPHABET OF THEIR NAME	DATE/DAY OF EXAM	REPORTING TIME
1	STENOGRAPHER GR.III (ADHOC) BABA GANDHA SINGH PUBLIC SCHOOL, ITI CHOWK, BARNALA- 148101 (PB.)	A-M (TOTAL 136 CANDIDATES)	21.01.2020 (TUESDAY)	12.30PM
2		N-Y (TOTAL 104 CANDIDATES)	22.01.2020 (WEDNESDAY)	12.30PM

- The final merit will be based only upon the performance in the English Shorthand Test and its Transcription.
- The Sub Recruitment Committee reserves the right to decide the permissible percentage of mistakes in the transcription of English Shorthand Test and permissible marks required to qualify the exams conducted, depending upon the number of vacancies and number of candidates available.
- Candidates are directed to make entry at 12.30 PM till 01.00 PM and no candidate would be allowed to enter the examination hall after 01.00PM, for the shorthand/typing test on 21.01.2020(Tuesday) and 22.01.2020(Wednesday).
- The candidates will be required to take their seats 10 minutes before the commencement of the test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the invigilator.
- After completing the the shorthand/typing test ,candidates are advised not to retype the passage. If spare time is available, candidates may utilize the time for checking the typescript and making corrections.
- When the printout of the passage, typed by the candidate is given,he/she must write Roll No.(if any allotted), Name and Total words typed, sign thereafter and handover to the invigilator.
- Every candidate will be supplied with an attendance sheet with his/her Roll number (if any) and other personal details. He/she will be required to sign it before the beginning of the the shorthand/typing test.
- Candidates shall not be permitted to leave the Examination Hall until the expiry of the shorthand/typing test.
- On completion of the shorthand/typing test, they shall remain seated at their desks and wait until their sheets are collected and accounted for. They must not type, write, or erase after the expiry of the allotted time.
- No candidate, under any circumstances, would be allowed to enter the venue of examination with mobiles, watches, cameras and other prohibited material. There will be no arrangement made by this department for the safe custody of personal belongings of the candidate. Candidates are responsible for the same at their own level.
- Silence must be observed in the Examination Hall.
- Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
- Candidates must abide by further instructions, if any, which may be given to them by the Invigilator. 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 shorthand/typing test or such other penalty.
- Any request for change in time/date/center etc. of the test will not be entertained under any circumstances.
- List of candidates eligible for the shorthand/typing test is uploaded on the website of District Courts, Barnala. No separate Admit Cards will be issued to candidates. The candidate who is declared eligible/provisionally eligible must bring with him/her any valid proof of identity, such as Adhaar Card/Voter ID/Driving License/ Passport or any Government issued Photo ID. No candidate would be allowed to appear in the examination without a valid proof of identity.
- Mere qualifying/appearance at t the shorthand/typing test does not, in any way,entitle any candidate to claim for the post.