

HARYANA STAFF SELECTION COMMISSION

Bays no. 67-70, Sec. 2, Panchkula-134151

(Website: www.hssc.gov.in)

NOTICE TO THE CANDIDATES FOR WRITTEN EXAMINATION (ONLINE COMPUTER BASED TEST) FOR THE POST OF JUNIOR SCALE STENOGRAPHER (BOTH LANGUAGES) AND SENIOR SCALE STENOGRAPHER (BOTH LANGUAGES) OF VARIOUS DEPARTMENT / BOARDS & CORPORATIONS, ADVT. NO. 12/2015 CAT. NO. 6 AND 8 RESPECTIVELY.

It is notified for the information of all concerned that Haryana Staff Selection Commission will hold Written Examination (Online Computer Based Test) for the posts of **Junior Scale Stenographer (Both Languages) and Senior Scale Stenographer (Both Languages) of Various Departments / Boards & Corporations, Advt. No. 12/2015 Cat No. 6 and 8** respectively as per Schedule given below:-

Sr. No	Name of the post	Advt. No	Cat. No.	Date & time of Examination	Place
1.	Junior Scale Stenographer (Both Languages), Various Departments / Boards & Corporations,	12/2015	6	13.07.2017 1st Shift Entry Time :- 9.00 AM to 10.00 AM No Entry after 10.00 AM Exam Start Time :- 10.30 A.M. Exam End Time :- 12.00 Noon 2nd Shift Entry Time :- 01.30 PM to 2.30 PM No Entry after 2.30 PM Exam Start Time :- 03.00 P.M. Exam End Time :- 04.30 P.M.	Gurugram
2.	Senior Scale Stenographer (Both Languages), Various Departments / Boards & Corporations,	12/2015	8	14.07.2017 1st Shift Entry Time :- 9.00 AM to 10.00 AM No Entry after 10.00 AM Exam Start Time :- 10.30 A.M. Exam End Time :- 12.00 Noon 2nd Shift Entry Time :- 01.30 PM to 2.30 PM No Entry after 2.30 PM Exam Start Time :- 03.00 P.M. Exam End Time :- 04.30 P.M.	Gurugram

2.

Selection Criteria**Total Marks: 225****I. Written Examination (Online Computer Based Test)****200 marks**

The examination for the above posts will comprise of **100** multiple choice questions of **90** minutes duration and divided into two portions comprising:-

- 75% weightage for General awareness, Reasoning, Maths, Science, English, Hindi and concerned or relevant subject.
- 25% weightage for History, Current Affairs, Literature, Geography, Civics, Environment, Culture etc. of Haryana.

Each question will carry two marks.**II. Viva-Voce/Interview****25marks**

To assess the knowledge of subject, communication Skill, General Knowledge, General awareness and Intelligence.

Note:

Before the Interview/Viva-Voce the candidates will have to qualify the Shorthand and transcription Test as per Advertisement conditions.

No separate Information will be sent to candidates by Commission through post.

3. In this regard all applicants are hereby informed that:-

- Written Examination for the said post shall be conducted through Computer Based Test (CBT).

- b. The Time, Schedule/Shift and Center is being allotted and mentioned in the admit card which may be downloaded alongwith Instructions for holding Computer Based Test, by logging into their respective Login ID and password from the Commission Web-site w.e.f. 10.07.2017 onwards.
- c. Candidates are advised to read the instructions carefully. The applicant are further advised to practice online for the **Mock Test**, Link for which has been provided on the commission website i.e. www.hssc.gov.in in " Public Notice " Section. The candidates can practice for mock test any number of times without any restrictions.
- d. No request of change of Shift, Center or Seat shall be entertained under any circumstances and **no further opportunity shall be given to any candidate under any circumstances who fail to appear in the examination as per the Schedules mentioned in his/her admit card.**
- e. Candidates are advised to keep themselves abreast with latest updates being uploaded on the website from time to time

4. IMPORTANT INSTRUCTIONS TO THE CANDIDATES FOR WRITTEN EXMINATION (ONLINE COMPUTER BASED TEST)

1. Candidates are advised to read the instructions carefully. The applicant are further advised to practice online for the **Mock Test**, Link for which has been provided on the Commission website i.e. www.hssc.gov.in in " Public Notice " Section. The candidates can practice for mock test any number of times without any restrictions.
2. Candidate must bring legibly printed Admit Card with recent colored photo pasted on it at mark B duly attested by Gazetted Officer and one identity proof with photo like Driving License, Voter Card, Aadhar Card, Passport etc. at the Examination Centre failing which candidate will not be allowed to enter in the Examination Centre.
3. The Admit Card is provisional and subject to fulfillment of advertised eligibility conditions on the cutoff date. The candidate should ensure that he/she possesses the requisite qualifications and age etc. and fulfils all the eligibility conditions for the said post as per advertisement on the cutoff date. In case, at any stage, it is found that candidate does not fulfill the essential eligibility conditions, his/her candidature shall be immediately cancelled without assigning any reason or notice besides taking such other action as deemed appropriate by the Commission. No claim/compensation shall be admissible in this regard.
4. Candidate should report at the examination centre, 90 minutes before the starting time of the examination as specified in the admit card. Candidates reporting at the center after the reporting time for the examination will not be allowed.
5. Candidates are advised to sit only at the seat allocated to him by the administrator/Center Superintendent /invigilator. At the start of the examination and within first five minutes, candidates are advised to ensure that the computer assigned to him/her is working properly. In case any technical fault noticed by the candidate, he should report to the invigilator immediately.
6. Candidates are warned not to carry any mobile phone, any type of watch, belt, wear ornaments like ring, chain, earring etc., electronic or communication device, Pen, Pencil, Eraser, Sharpner and correcting Fluid in the examination centre. If any candidate is found possessing any such item, he/she will not be allowed to enter in the examination centre. Candidate found possessing mobile phone and any other aiding material/device as mentioned above in the examination room will be treated serious violation and it will amount to cancellation of the candidature and debarring him/her from future examination of Commission.
7. Candidate should put his/her signature and thumb impression on the Admit Card at the places printed for it in the presence of Invigilator in the Examination Hall.
8. The examination will be supervised by doing frisking before allowing entry into Examination Centre, using CCTV Cameras, Biometric Attendance process by capturing the Biometric thumb impression and Photograph of the candidates during Examination, Videography and using Jammers etc. in the Examination Hall/Examination Centre to stop copying and impersonation etc.
9. No request of change of Shift, Center or Seat shall be entertained under any circumstances.
10. The scanned photograph of the candidate on his/her Admit Card or attendance sheet will be tallied with the candidate appearing in the examination by the invigilator. In the event of any discrepancy in the identification and verification of the candidate and photograph, the candidate shall not be allowed to sit in the examination and be liable for criminal prosecution.

11. No candidate shall be allowed to go to the toilet/washroom during first and last thirty minutes of the examination.
12. Rough sheet will be provided to the candidate for rough work will have to be returned after the test.
13. Eating/smoking in examination hall is prohibited.
14. The administrator/Center Superintendent /invigilator is authorized to dismiss the candidate from the examination centre in addition to taking any legal action for any of the following reasons:
 - a. Creating disturbance.
 - b. Attempting to take the examination on behalf of someone else.
 - c. Provoking other candidates to disturb the exam.
 - d. Creating mischief and disorderliness.
 - e. Talking to other examination taker(s).
 - f. Attempting to tamper with or harm the computer system - either hardware or software.
 - g. Use of calculator, slide rules, cell phone, concealed microphones, wireless devices or any other material that may aid in answering the question.
15. **Examination process.**
 - a. The medium of examination shall be of Hindi & English (Bilingual) except where the knowledge of Hindi & English language of the candidate is to be tested
 - b. Every question is followed by four answer options. Choose the option that is most appropriate. Indicate the answer by clicking on the circle adjacent to the option which is right.
 - c. The candidate can go to any question directly by clicking on the question number, which will appear at the bottom of the screen. The answered question will be marked green and the unanswered/skipped question numbers will remain in blue.
 - d. In case of any doubt of the answer, the candidate can mark a question for review which is indicated with an arrow mark below the question number. This will be unmarked once the candidate will come back to the question and click on unmark review.

Note that ONLY Questions for which answers are saved or marked for review after answering will be considered for evaluation

 - e. If a candidate want to change answer to any question, he/she may select the question and change the answer by clicking on the appropriate answer.
 - f. The examination closes automatically once the allotted time of 90 minutes is over.
 - g. On the completion of examination number of question attempted and number of questions un-attempted will be displayed.
 - h. The candidates are allowed to leave the examination center only on completion of examination.
16. If a candidate does not comply with the instructions as mentioned above or creates any kind of indiscipline, the Commission shall take action as per instructions and in addition can also debar the candidate from appearing in the Examination, to be held in future by HSSC and can also initiate criminal proceedings.
17. PHC candidates who need writer/scribe are advised to contact Center Superintendent before the entry time of examination alongwith all required documents i.e Admit Card of the candidates, PHC certificate of the candidate issued by medical board, two latest photographs of writer, Photo I.D proof of writer, certificate of studying from School of the writer etc.
18. The above instructions are already available on HSSC website i.e. www.hssc.gov.in. The candidate has to comply with the instructions mentioned above, instructions given in advertisement or instructions printed on Admit Card etc. Therefore, the candidates are again advised to read and understand the instructions carefully given by the Commission from time to time for examination/Interview through HSSC website, Advertisement, Examination Notice, Admit card or any other manner. If a candidate does not comply with the above instructions than he/she will be solely responsible for the consequences.
19. The candidates are advised to follow all the instructions notified to them at the center.

Dated- Panchkula
30th June, 2017


Secretary
Haryana Staff Selection Commission
Panchkula 