

**STAFF SELECTION COMMISSION (ER), KOLKATA**  
**STENOGRAPHERS GRADE 'C' & 'D' EXAMINATION, 2016**  
**Instruction to the Candidates for Stenography Test (on Computer)**

1. The Commission will provide the Computer and Shorthand Notebook for the test. No parts of Computer viz. Key Board etc. and no electronic gadgets brought by the candidate will be allowed.

2. For shorthand test (on computer) at the speed of 100 words per minutes for steno grade 'C' and 80 words per minute for steno grade 'D' respectively, the schemes of test are as under:

**Stenographer Grade 'C'**

Duration of Dictation	Time allowed for reading the dictation	Time allowed for Transcription			
		ENGLISH	HINDI	ENGLISH (VH)	HINDI (VH)
10 minutes	10 minutes	40 minutes	55 minutes	70 minutes	95 minutes

*Skill Test in Hindi will be conducted using Mangal font and Remington/ Inscript Keyboard.*

**Stenographer Grade 'D'**

Duration of Dictation	Time allowed for reading the dictation	Time allowed for Transcription			
		ENGLISH	HINDI	ENGLISH (VH)	HINDI (VH)
10 minutes	10 minutes	50 minutes	65 minutes	75 minutes	100 minutes

*Skill Test in Hindi will be conducted using Mangal font and Remington/ Inscript Keyboard.*

3. Candidates are required to report to the Supervisor at the test venue in time as mentioned on their Admission Certificates. The candidates must bring original Admission Certificates issued to them by the Commission for securing admission to the Test of Stenography.

4. Travelling and other expenses must be borne by the candidates themselves.

5. The candidates will be required to take their seat ten minutes before commencement of the Stenography 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.

6. Before transcription, candidates should type in their particulars (Roll No., etc.) in the space provided on the screen, verify their personal details on the next screen and press the button 'CONFIRM'. He should familiarize himself with the Instructions available on Commission's website <http://ssc.nic.in> and/or website of this regional office viz. [www.sscer.org](http://www.sscer.org). Candidates must not press unauthorized Control Keys as to be briefed by Supervisor.

7. Candidates shall be given dictation on two trial passages each of one minute's duration which need not be transcribed. Thereafter, the actual passage shall be dictated. As soon as it is over, the candidates shall return to the transcription room and read their shorthand notes silently for ten minutes. The time for the commencement of the transcription will be announced by the Invigilator/Venue Supervisor as soon as the reading time is over. Thereafter, they will attempt to complete their transcription including comparison, correction etc. within the stipulated time.

8. Immediately after the Stenography test is over, the candidate will have to give his/her own handwriting in one paragraph of about 50/60 words from the Shorthand passage given to him/her on a separate sheet of paper and will have to put his/her Name, Roll No. and Signature at the end.

9. 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 Roll No. and name on each page, sign and handover the same to the invigilator along with the Shorthand Note book. Candidates are advised that the Shorthand Note book is scrutinized by the Commission before finalization of the result of the skill test.

10. They should not take either script or any blank typing paper out of the Examination Hall.

11. 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.

12. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test. 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.
13. Silence must be observed in the Examination Hall. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
14. Candidates must abide by further instructions, if any, which may be given to them by the Venue in-Charge of the Commission/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 which will be without prejudice to such other penalty as the Commission may deem fit to impose on.
15. No request for change in date of the test will be entertained by the Commission under normal circumstances..
16. 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. Candidates are advised in their own interest not to bring these gadgets to the examination venue as there will be no facility for safe-keeping.