

## INSTRUCTION TO THE CANDIDATES

### EXAMINATION (PAPER-I, PAPER-II AND PAPER-III FOR THE POST OF ENGLISH STENOGRAPHER TO BE HELD ON SUNDAY, 3<sup>rd</sup> February, 2019 (PAPER-II FROM 11 A.M; PAPER-III FROM 1 P.M. AND PAPER-I FROM 1.30 P.M.)

1. The **Paper-II** {(General English ) (Spelling, Correctness of Sentences, Use of common phrases, synonyms, antonyms and punctuation)} will carry 100 marks. Answers shall be given on the OMR Sheet to be provided to the candidate. The duration of Paper-II examination will be 1 and ½ hours and the same will be held from 11 a.m. to 12.30 p.m. **The OMR Sheet should be filled up by using Black Ball Point Ink Only.**
2. The **Paper-III** (Typing in Type-writer machine) will carry 100 marks and will be held from 1 p.m. The candidates will be required to type from a manuscript accurately on the Type-writer @ not less than 30 words per minute. Test will be for 10 minutes. Before the Typing Test the candidate shall be given about 2 minutes time for practice with the Type-Writer brought by him/her. Typing Sheet will be provided by the Authority to the candidate Manuscript to be provided must be attached with the typing sheet before leaving the examination room.
3. The **Paper-I** (Dictation and Transcription) will commence from 1.30 p.m. carrying 400 marks. Dictation in English will be given for 6 minutes @ 80 words per minutes. Thereafter, candidates shall have to transcribe the note in their own handwriting within one hour. Transcription sheet will be supplied by the Authority. However, candidates must bring Shorthand notebook, Pen/Pencil, Shorthand Note-sheets putting the signature and Roll number thereon of the candidate must be attached to the transcription sheet/sheets before leaving the examination room.
4. The number of errors which shall be admissible in respect of Paper-I and Paper-III and qualifying marks in any or all the papers and in the aggregate shall be fixed by the Authority.
5. On the basis of the result of all the three papers (i.e. Paper-I, Paper-II and Paper-III), a number of successful candidates will be called for Personality Test when knowledge in computer Operation will be tested and on the basis of all the three papers (i.e. Paper-I, Paper-II and Paper-III), Computer Operation and Personality Test, a final panel will be prepared.
6. **The candidates must bring pen, pencil, Shorthand Note Book, Type-writer machine with him/her for his/her own use. Type-writer machine will not be supplied to any candidates in any circumstances.**
7. Use of Mobile Phone and any other electronic gadgets is strictly prohibited within the premises of the examination center while the process is on.
8. The candidate must remain present at the venue at least half an hour before the commencement of the test. Sitting Arrangement will notified there. No candidate will be allowed to enter the examination centre after commencement of the test/s.
9. The candidate must write his/her name and shall and shall put in his/her signature and Roll Number only in space exclusively provided for the purpose. He/ She must not write his/her name/Roll No. elsewhere in the OMR Sheet. Writing of his/her name/Roll No. in any other place shall make the candidature liable to be disqualified for the test.
10. Any alteration in the entries on the Admit Card without the authority of the District Recruitment Committee, Murshidabad shall render the candidate liable to be disqualified for the test.
11. Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit Card, the candidate is found on verification by the Authority concerned to be ineligible for admission to the examination/test, in terms of the relevant Employment Notice, his/her candidature shall be cancelled without any further reference to him/her.
12. Any sort of malpractice shall be severely dealt with.
13. No candidate will be allowed to submit the OMR Sheet of Paper-II before completion of the examination.
14. No Travelling Allowance will be borne by the office of the purpose.
15. In case of any dispute, the decision of the appropriate authority shall be final.