

GUJARAT PUBLIC SERVICE COMMISSION

Private Secretary (English) Stenographer (Grade-I), Class-2, Qualifying Examination (Short Hand Test) Elimination Round

INSTRUCTIONS

Pattern and Objective of the Exam :-

- (a) The medium of this examination shall be English.
- (b) Dictation of English Para at a Speed of **80 words per minute** for writing in short hand script for **2 minutes** and transcribe the same at the speed of seven words per minute (in legible handwriting, not by typing)
- (c) The Objective of this test is to assess the candidate's ability to write in short hand script for a given verbal speed.
- (d) The nature of the test is to ascertain the short hand skill of the candidates. The candidates who possess necessary short hand skill will be declared eligible for admission to the Mains Examination.

Dictation

- (e) Dictation will be given through sound system.
- (f) Candidate has to listen the dictation carefully and maintain pin drop silence during the dictation. Any kind of disturbance created by candidate renders him ineligible for the examination.
- (g) Dictation written in long hand shall be declared disqualified.
- (h) After taking dictation, candidate has to start transcription and on completion of the exam time, the answer-sheet should be invariably returned to the invigilator.

Answer-sheet & Barcode

- (i) Candidate has to write his answers (Short hand dictation and its transcription) with **BLUE/BLACK ink** ball pen on the answer-sheet given for the purpose. Papers or steno books from outside is not permitted.
- (j) Required particulars viz. Roll No., Name and Signature should be write in the space given with dotted line on the front page that is to be covered with Hollow Craft Sticker (Brown Sticker) to be provided by the invigilator. The candidate has not to show any credentials or identification mark on any part of the answer-sheet.
- (k) Candidate will be given identical barcode sticker in duplicate. One sticker is to be pated on the Front page of the answer-sheet in the space given for the purpose. Another sticker should be pasted on the attendance sheet against personal details viz. roll no. name and signature.

General Rules

- (l) Candidate has to confirm his reporting at the time specified in the call letter.
- (m) Registration is must on arrival to the venue of the exam. Candidate has to complete his registration with Call letter & attendance letter to ascertain his admission to the exam-hall.
- (n) Mobile, any electronic gazettes, Bluetooth devices and any kind of malpractice or indiscipline are prohibited in the exam-hall. Disobedience to the instructions shall be liable to take appropriate disciplinary action as the commission deem fit.