

Sr. No.-

No: HPSSSB-B (2)-45/19-
HP Staff Selection Commission Hamirpur.

From

The Secretary,
HP Staff Selection Commission Hamirpur.

To

«CName» S/O, D/O Sh. «FNmae»
«Address»
«Distt_» «State» «Pin»
Dated:-Hamirpur

December,2020

ApplicationNumber «Appid»

Roll No. «Roll No»

Subject: Recruitment to the post of Junior Scale Stenographer (Post Code-764)-
Typing and short hand skill test thereof.

Memo.

With reference to your application for the post of Junior Scale Stenographer (Post Code-764), you are required to appear for the **Typing skill test in Hindi and English Languages and short hand skill test either in English or in Hindi Language** on «date_of_int» at 9 AM in the Computer lab of **HP Staff Selection Commission,Hamirpur.**

You are requested to bring the enclosed admit card duly filled in on the day of test. The Typing skill Test will be taken on computer and the minimum required speed for the test is given below:-

Typing : **English Language** : 40 WPM **Hindi Language** : 30 WPM
Shorthand: **English Language** : 80 WPM **Hindi Language** : 70 WPM

Note:- 1. The Hindi Font “Krut Dev-10” will be provided for the Hindi typing.
2. Use of own USB based “Key Board” will be allowed to desirious candidate(s) at their own risk.

Instructions to the candidates related to COVID-19

1. The candidates shall have to undergo thermal scanning at the entry of the premises of the HPSSC.
2. The candidates shall have to disclose his/her status of Health of suffering from fever, cough and cold etc. before entering the gate.
3. Wearing of face cover/mask shall be mandatory for the candidate.
4. The candidate shall ensure proper social distancing of atleast 2 meter while waiting for the examination and during entry/exit from the examination centre.
5. The candidate shall maintain personal hygiene, cover his/her nose/mouth while sneezing/coughing with handkerchief or tissue or flex elbow and resort to frequent hand washing with the soap.
6. The candidates are required to download Aarogya Setu app in his/her mobile number and ensure updation of his/her health status on this app.
7. The candidates shall sanitize their hands before and after signing the attendance sheet during the conduct of examinations.
8. The candidate shall not spread/believe in rumours or create panic.
9. He/She is advised to go through all the instructions to contain the spread of COVID-19 issued by the Govt. /local authorities from time to time and standard operating procedure for the conduct of HP Staff Selection Commission examinations uploaded on official website of the Commission and the same may be adhered to strictly failing which he/she shall be personally liable for consequential actions as per rules.

Sd/-
Secretary,
HP Staff Selection Commission,
Hamirpur.

Admit Card for typing and short hand skill test on computer to be conducted by H.P. Staff Selection Commission, Hamirpur for the Post of Junior Scale Stenographer (Post Code-764)

1. Roll Number_____

2. Name of Post_____

3. Name of the Candidate_____

4. Father Name_____

Paste your recent passport size self attested photograph here

5. Name of Examination :

(I) **Typing skill test in English and Hindi.**

(II) **Short hand skill test Language**

6. Name of Centre:- H.P. Staff Selection Commission Hamirpur.

7. Permanent Address of the Candidate _____

Mobile No._____

To be filled in Examination Hall

Signature of Candidate _____	Signature of Invigilator _____	Signature of Centre Supdt. _____
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