



Government of NCT of Delhi
Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi – 110092
Phone: 22370100 www.dsssb.delhigovt.nic.in

GENERAL INSTRUCTIONS TO CANDIDATES

1. Schedule of Exam for skill Test of Gr-IV (DASS)/LDCs (post codes 61/15) in Services Department is given in the Admit Card of the Candidate.
 - **The candidate must report at the centre as per reporting time/date of test given in Admit Card.**
 - No entry will be allowed after reporting time under any circumstances.
2. Candidate should bring original e-admit card along with I.D. proof (in original).
 - a. The candidate to paste a latest colored postcard size (4" x 6") photograph of his/her own in the designated space as given in the 2nd page of e-Admit card.
 - b. The candidate to sign across the photograph on left side and put his/her Left hand Thumb impression in the designated space as given in the 2nd page of e-Admit card.
 - c. It is mandatory for the candidate to bring this page of the Admit Card with pasted photograph. If he/she doesn't bring this, then he/she will not be allowed to enter the examination centre.
 - d. It is mandatory to handover this page to the Asstt. Observer.
3. The candidates will be provided Computer for test.
4. The candidates can give his option of medium for skill Test (Typing test) on the day of test i.e. English or Hindi.
5. The font of Hindi for skill Test is **KrutiDev** and accordingly compatible normal English key board will be provided.
6. The candidates should not bring any article such as books, notes, loose sheets etc. in the examination hall.
7. The Typing speed for the post code in question is given as under:

A typing speed of 35 W.P.M. in English or 30 W.P.M. in Hindi on Computer (35 W.P.M. and 30 W.P.M. correspond to 10500 KDPH/9000KDPH on & average of 5 key depression for each word).

8. **Travelling and other expenses shall be borne by the candidates themselves.** The Board does not make any arrangements for the lodging and boarding of the candidates.
9. Candidates should write their particulars such as Name, Roll No., Post Code or post codes if applied in more than one post code, Test Date & Medium (Hindi or English as the case may be) and should put their signature at the space provided. Candidate should put his/her left and right hand thumb impression on the space provided in the Admit Card, Attendance Sheet and Answer sheet (Typing Sheet) in the presence of the invigilator. Thereafter, the invigilator will sign on the Admit Card/ Attendance sheets etc..
10. Candidates must start typing from the beginning of the passage after leaving one inch of space.
11. **The commencement of the typewriting test is indicated by announcing the word 'START TYPING' and simultaneously the time is recorded by the supervisor. The candidates should start typing the Test passage from the beginning and if they are able to complete the Test passage before the expiry of the ten minutes time, they may restart the typing of same passage and continue to type till the 'STOP TYPING' signal is given at the end of 10 minutes time.**
12. Candidates must stop typing as soon the 'STOP TYPING' signal is given. They shall remain at their desks and wait until their scripts are collected and accounted for. They must not type, write, erase after the expiry of the allotted time. Candidates shall not be

