

**PT. B.D.S. UNIVERSITY OF HEALTH SCIENCES, ROHTAK**  
[WWW.uhsr.ac.in]

No. UHSR/R&E/Rect./2019 1207

Dated: 13.02.2019

**NOTICE TO THE CANDIDATES**

**FOR SHORTHAND AND TRANSCRIPTION TEST FOR THE POSTS OF  
STENO-TYPISTS**

Reference advertisement No. 7/2018 for various Group 'C' posts for Pt. BDS University of Health Sciences, Rohtak and written screening test held on 27.01.2019.

It is notified for the information of all concerned candidates that Pt. B.D.S. University of Health Sciences, Rohtak will hold **SHORTHAND & TRANSCRIPTION TEST** for the posts of Steno-Typist as per advertisement conditions, as per schedule given below:-

**POST: STENO-TYPIST (SHORTHAND AND TRANSCRIPTION TEST)**

Candidates are required to (i) qualify a test of shorthand (in English) at the speed of 80 w.p.m. and transcription at the speed of 15 w.p.m., 8% mistakes are permissible.

**Venue of Exam: College of Pharmacy, Indira Gandhi Vidya Bhawan, PGIMS, Rohtak**

Roll Nos.	Date/Shift	Reporting Time	Exam Schedule Time
900017,900064,900103,900173,900178,900219,900253,900259,900295,900395,900490,900491,900505,900659,900690,900715,900736,900763,900816,900834,900836,900837,900868,900973,901017	16.02.2019 1st	9:00 a.m.	10.00 a.m.
901023,901053,901065,901149,901157,901220,901231,901233,901278,901337,901376,901413,901483,901501,901561,901586,901602,901629,901666,901739,901759,901774,901841,901846,901888	16.02.2019 2nd	10:00 a.m.	11.00 a.m.
901893,901973,902009,902063,902068,902079,902228,902330,902414,902456,902488,902531,902552,902557,902612,902673,902677,902683,902698,902765,902866,902973,903037,903067,903168	16.02.2019 3rd	12:00 noon	1.00 p.m.
903236,903331,903377,903404,903428,903434,903459,903535,903611,903648,903762,903772,903803,903941,903958,903963,903992,904033,904052,904111,904151,904190,904196,904318,904319	16.02.2019 4th	1:00 p.m.	2.00 p.m.
904364,904426,904545,904583,904593,904604,904715,904768,904795,904869,904887,904926,904978,905015,905039,905133,905204,905262,905273,905310,905353,905383,905395,905415,905425	17.02.2019 1st	9:00 a.m.	10.00 a.m.
905445,905536,905638,905665,905681,905712,905756,905804,905825,905853,905992,906242,906257,906305,906353,906427,906645,906699,906724,906917,906989,907087,907094,907134,907501	17.02.2019 2nd	10:00 a.m.	11.00 a.m.
907516,907551,907564,907582,907591,907648,907675,907745,907747,907823,907857,907889,907927,908001,908102,908279,908371,908528,908602,908656,908757,908774,908784,908803,908829	17.02.2019 3rd	12:00 noon	1.00 p.m.
908855,908874,908948,908996,909001,909020,909135,909253,909421,909480,909505,909540,909589,909613,909651,909791,909793,909989,910162,910193,910201,910202,910213,910243,910250	17.02.2019 4th	1:00 p.m.	2.00 p.m.



**NOTE:**

1. Only 5 times (of each category) candidates of the vacancies advertised for the post of Steno-typist have been invited for appearing in the Stenography test. Where 5 times candidates are not available in any category all the available qualified candidates have been invited.
2. Typing Test (computer based) of candidates qualified in the stenography test will be held on 19.2.2019.
3. No separate information will be sent to candidates by University through post.
4. The applicants are advised to go through the instructions attached before they appear for the stenography test and typing test on computer for the post of Steno-Typist.
5. If any query please Contact: 01262-211300-01,03, 212632, 212632  
Mobile No. 9416436236, 7988793172 (During office hours 9:00 a.m. to 5:00 p.m.)  
Email Address: recruitmentuhsr@rediffmail.com

  
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### INSTRUCTIONS FOR THE CANDIDATES

1. Shorthand and transcription test for the posts of Steno Typist shall be conducted as computer based test.
2. Candidates shall report to the Examination Centre at least one hour before scheduled time for start of the test and take their seats before the exam start time and create a document with their roll number and shift to be typed at the top of the word documents using MS Word which shall be saved on desktop before start time. Candidate shall start typing on the same page after exam starts when announced by concerned officials/officers.
3. The typed answer sheet after printing shall be signed by candidate and Invigilator at the point where last word typed ends.
4. Candidates shall mention their roll number, shift, date of exam in the shorthand note book before the exam start which shall be submitted to the Invigilator at the end of examination bearing signature of candidate and invigilator at the end of paragraph noted in shorthand dictation.
- 5. Candidate may bring with them shorthand notebook and Ball Pen/Pencil for taking dictation.**
6. Candidate must bring legibly printed Admit Card alongwith one ID proof with Photo like Driving License, Voter card, Aadhar Card, Passport etc. at the examination centre failing which candidate will not be allowed to enter the Examination Centre.
7. The candidate should reach the examination center as per schedule. No. entry shall be allowed thereafter. In case, at any stage, it is found that candidate does not fulfil the essential eligibility conditions, his/her candidature shall be immediately cancelled without assigning any reason or notice besides taking such other action as deemed appropriate by the University. No claim/compensation shall be admissible in this regard.
8. Candidates are advised to sit only at the seat allocated to him/her. Before the start of the examination candidates are advised to ensure that the computer assigned to him/her is working properly. In case any technical fault noticed by the candidate, he/she should report to the Invigilator immediately. Candidates are advised to save their document from time to time during the exam.
9. Candidates are advised not to carry any mobile phone, any type of watch, belt, wear ornaments like ring, chain, earring etc., electronic or communication device and correcting Fluid in the examination centre. If any candidate is found possessing any such item, he/she will not be allowed to enter in the examination centre. Candidate found possessing mobile phone and any other aiding material/device as mentioned above in the examination room will be treated serious violation and it will amount to cancellation of the candidature and debarring him/her from future examination of University.
10. The examination will be supervised by using Videography in the examination Hall/Examination Centre to stop coping and impersonation etc.
- 11. No request of change of Date, Shift, Centre or Seat shall be entertained under any circumstances.**
12. The scanned photograph of the candidate on his/her Admit Card or biometric attendance or attendance sheet will be tallied with the candidate appearing in the examination by the





invigilator. In the event of any discrepancy in the identification and verification of the candidate and photograph, the candidate shall not be allowed to sit in the examination and be liable for criminal prosecution.

13. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test deliver and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of the University. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
14. Anyone found to be disclosing, publishing reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorized possession of test content is likely to be prosecuted.
15. The candidates are not allowed to leave the exam centre until they are asked to do so by the Invigilator after completion of the test.
16. The Chairman of the Committee constituted for the purpose is authorized to dismiss the candidate from the examination centre in addition to taking any legal action for any of the following reasons:-
  - (a) Creating disturbance.
  - (b) Attempting to take the examination on behalf of someone else.
  - (c) Provoking other candidates to disturb the exam.
  - (d) Creating mischief and disorderliness.
  - (e) Talking to other examination taker(s).
  - (f) Attempting to tamper with or harm the computer system either hardware or software.
  - (g) Use of cell phone, concealed microphones, wireless devices or any other material that may aid in the examination.
17. The candidate has to comply with the instructions mentioned above, instructions given in advertisement or instructions printed on Admit Card etc. Therefore, the candidates are again advised to read and understand the instructions carefully given by the University from time to time for examination through University website, Advertisement, Examination Notice, Admit Card or any other manner. If a candidate does not comply with the above instructions then he/she will be solely responsible for the consequences.
- 18. THE CANDIDATES ARE ADVISED TO FOLLOW ALL THE INSTRUCTIONS NOTIFIED TO THEM AT THE CENTER.**
- 19. CANDIDATES ARE ADVISED TO KEEP THEMSELVES ABREAST WITH LATEST UPDATES BEING UPLOADED ON THE UNIVERSITY WEBSITE [www.uhsr.ac.in](http://www.uhsr.ac.in) & [www.pgimsrohtak.nic.in](http://www.pgimsrohtak.nic.in) FROM TIME TO TIME.**

  
12/2/19  
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