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**Food Safety & Standards Authority of India (FSSAI)****Instruction to the Candidates for Stenography/Typing Skill Test for the post of Personal Assistant (On Computer)**

1. FSSAI will provide the Computer and Shorthand Notebook for the test. No candidate will be allowed to bring his/her own key board. The scheme of Test is as under: -

<b>Name of Post</b>	<b>Skill Test Norms on Computer</b>
Personal Assistant Pay Level-6 (Post Code-12)	Typing : (40 WPM – English) or (35 WPM – Hindi)
	Shorthand Dictation: 10 minutes@ 80 WPM
	Transcription: 50 minutes for English 65 inutes for Hindi

2. Candidates are required to report to the Centre Supervisor at the reporting time indicated on their Admit Card. The candidates must bring 'Admit Card' for securing admission into the Test Centre.

3. PwBD (Blind) candidate(s) is/are to bring his own Braille. Eligible PwDB candidate has the discretion of opting for his/her own scribe or to avail the facility of scribe provided by the FSSAI. If the scribe is arranged by the Authority, the candidate has to intimate the same to FSSAI 07 days prior to conduct of the examination. The candidate shall be allowed to meet the scribe two days before the examination, if so desired. Duly filled certificate in prescribed format (Form XII or/and XIII to Advt. No. DR-04/2021), valid ID card of Scribe is/are to be produced by PwBD candidates at the time of entry.

4. Traveling and other expenses must be borne by the candidates themselves.

5. The candidates will be required to take their seat ten minutes before commencement of the Stenography/Typing skill test. If the computer goes out of order during transcription, the candidate should not shout or disturb others, but should remain seated quietly and inform the invigilator.

6. Candidates should type their particulars (CBT Roll No/FSSAI Registration No.) in the space provided on the screen, verify personal details on the next screen and press 'CONFIRM' button. He/she should familiarize himself/herself with the instructions attached.

7. Candidates shall be given one/two trial passages each of one-minute duration which need not be transcribed. Thereafter, the actual passage shall be dictated. As soon as it is over, the candidates shall return to the transcription room and read their shorthand notes silently for ten minutes. The time for the commencement of the transcription will be announced by the Invigilator/Venue Supervisor as soon as the reading time is over. Thereafter, they will have to complete their transcription including comparison, correction etc. within the stipulated time. The candidate shall have to transcribe the shorthand notes in DOUBLE SPACE.

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8. Immediately after the Stenography skill test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the Shorthand passage given to him/her on a separate sheet and will have to write his/her name and Roll No. and affix his/her signature at the end.
9. Candidates should not tear any sheet given to them. When the printout of the transcript typed by him/her is given to him/her, he/she must write his/her roll no. and name on each page, sign and handover the same to the invigilator along with the Shorthand Note book. Candidates are advised that the Shorthand Note book is scrutinized by the FSSAI before finalization of the result of the skill test.
10. Candidates should not take either script or any blank typing paper out of the Examination Hall.
11. Every candidate will be supplied with a photo bearing attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb impression before the beginning of the Test.
12. Candidates shall not be permitted to leave the Examination Hall until the Test is over.
13. On completion of the test, they shall remain seated and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
14. Silence must be observed in the Examination Hall. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
15. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator/Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she render himself/herself liable to expulsion from the Test or such other penalty as the FSSAI may deem fit.
16. Any request for change in time/date/centre/medium of the test will not be entertained by the FSSAI under any circumstances.
17. Possession of mobile/cellular phones/Calculator/electronic gadgets (whether in use or not) in the examination hall is strictly prohibited. Failure to do so shall invite disciplinary action as the FSSAI may deem fit, including cancellation of candidature. Candidates are advised in their own interest not to bring these gadgets to the examination venue as there will be no facility for safe – keeping.
18. The parameter adopted by FSSAI for stenography evaluation is attached for the information of the candidates.