

**Instruction to the Candidates for Proficiency test in Stenography vide
Advertisement number 1/2025-REC**

1. Candidates are required to report at the exam centre at the reporting time indicated on their Admit Card. The candidate must bring his/her original ID proof (Aadhar card/ Voter ID/ Passport etc) along with the admit card etc.
2. Travelling and other expenses must be borne by the candidates themselves.
3. Candidates are required to bring original copies of the following certificates/documents at the examination centre.
 - i. Matriculation or equivalent certificate in support of date of birth.
 - ii. Education Certificate in support of educational qualifications.
 - iii. SC/ST/Ex-Serviceman/OBC/PH certificate in the 'PRESCRIBED' format issued by the competent authority, in case candidate belongs to any such category.
 - iv. "No Objection Certificate" if the candidate is already employed.
 - v. Two recent passport size photographs.
4. Candidates bring Pen, Pencil, eraser etc. with them.
5. The candidates will be required to take their seat ten minutes before commencement of the Stenography Test.
6. Candidate should listen to the instruction given by invigilator carefully before commencement of test and should follow the same. Else they may be disqualified.
7. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
8. Silence must be observed in the Examination Hall. Smoking /chewing tobacco in the Examination Hall is strictly prohibited.
9. On completion of the test, the candidates shall remain seated at their desks and wait for further instructions.
10. Candidates should not take any paper out of the Examination Hall.
11. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator/Supervisor. If any fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the test.
12. Any request for change in time/date/centre/medium of the test will not be entertained under any circumstances.
13. 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 roll no. on each page, signature, and handover the same to the invigilator along with the Shorthand Note book.
14. Possession of mobile / cellular phones / Smart watch or any communication gadgets (whether in use or not) in the examination hall is strictly prohibited.
