

HIGH COURT OF PUNJAB & HARYANA

SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE COURTS
(S.S.S.C.)

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PUBLIC NOTICE

It is for the information of all concerned candidates who have qualified Shorthand Test in English Language and Computer Proficiency Test [*Word Processing and Spreadsheets*] for the post of Stenographer Grade-III in Subordinate Courts of Haryana that Hindi Shorthand-cum-Typing Test in vernacular language is scheduled to be held on 13.03.2016 at examination centre located at **Chandigarh**.

Hindi Shorthand-cum-Typing Test shall be conducted on Software specially programmed for this examination. The Software has also been made available on the website for the benefit of candidates. Candidates can download the same for their practice from the Tab "HINDI TYPING SOFTWARE". Detailed instructions to use the Software are also given below.

In this examination, 125 words shall be dictated in 5 minutes at the speed of 25 W.P.M. The candidates will be required to transcribe the same on computer programmed software at the speed of 15 WPM in 8.5 minutes.

Detailed Batch-Wise Time-table for examination, Relevant Instructions and e-Admit cards shall be uploaded in due course. The reporting time and examination centre will be indicated on the e-Admit Card.

Sd/-
Member Secretary
S.S.S.C.

INSTRUCTIONS TO USE HINDI TYPING SOFTWARE

1. Do not open any other software while using this software.
2. Do not use control key.
3. Do not use any shortcut Key.
4. Choose the keyboard layout from the different layouts provided in the software.