



Instructions for skill test for the post of Stenographer

The candidates whose roll numbers and name are appearing in the select list for Skill Test (posted on DMRC website) shall report for the same at the nominated venue as per schedule mentioned in the result notification.

Skill Test:-

- a. The skill test will be of Qualifying Nature.
- b. The candidates will be given one dictation for 10 minutes in English at the speed of 80 w.p.m.
- c. The matter will have to be transcribed on computer only.
- d. The transcription time will be of 40 minutes (English).

Other Instructions:-

1. The candidature for Skill Test is subject to meeting eligibility criteria as mentioned in our Advertisement No. DMRC/OM/HR/I/2015, published in employment news dated 24.10.2015.
2. The candidates must bring all the certificates etc. in original, with one set of attested copies in support of age, educational qualification i.e. Graduate in any discipline from Govt recognized university with one year course in Office Management and Secretarial Practice/equivalent (as mentioned in the advertisement) at the time of Skill Test, failing which they will not be allowed repeat, they will not be allowed to appear in the Skill Test.
3. Please also bring three recent colored passport size photographs (Front post). The photographs must resemble the photograph that they had pasted on their application forms.
4. In case the candidates are already serving in Central/State Government Services/ Public Sector Undertaking/Autonomous Body and/or their application was not forwarded through the department, they should bring a 'No OBJECTION CERTIFICATE' from their office failing which they will not be allowed to appear in the Skill Test.
5. Candidates coming under SC/ST/OBC category must produce caste/class certificate, issued by the competent authority, at the time of Skill Test, failing which their candidature will be cancelled. In case of OBC candidates, should they be required to be considered under relaxed conditions, they must produce OBC caste certificate (showing the sub caste and a clause of non-creamy layer) in the prescribed Performa as required for the purpose of implementation of reservation in Central Government Undertakings as per the Central list of OBC categories and issued by the Competent Authority, which should be not more than one year old, otherwise their candidature will be cancelled.
6. Candidates under PWD reservation (Only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of relevant disability) have to submit a Disability Certificate issued by Medical Board duly constituted by Central or State Government (Format is available on DMRC's website www.delhimetrorail.com).
7. Outstation candidates travelling more the 50k.m and found eligible to attend Skill Test will be reimbursed to and fro sleeper class Rail/Bus fare once by the shortest route from the place indicated by them in the application form, to the place of Skill Test, on submission of Rail/Bus Ticket. The candidate may be required to extend his stay by a day or two, for which necessary arrangements will have to be made by the candidate, himself/herself.
8. The call for Skill Test may not be treated as offer of appointment.

List of certificates to be produced for interview:

1. Proof of Date of Birth (High School/Matriculation)
2. Proof of having passed Requisite Qualification with Provisional certificates by the time of Skill Test. SC/ST/OBC/PWD certificates, if belonging to reserved community and requiring concession/relaxation.
3. In case of OBC certificate, their caste should be in Central List. Certificates should be current with sub-caste and non-creamy layer clause and not more than one year old.
4. Three (3) Front Pose Recent Passport Size Coloured Photographs. The photographs must resemble the photograph that they had pasted on their application forms.