

4. MODE OF SELECTION

The candidates will have to qualify the English Shorthand Test and its Transcription at the speed of 80 W.P.M. and 20 W.P.M. respectively. The candidates, who qualify the said English Shorthand Test and its Transcription, will be called for Punjabi Shorthand Test and its Transcription, which they will have to qualify at the speed of 35 W.P.M. and 20 W.P.M. respectively and Computer Proficiency Test (word processing and spreadsheets).

The said Punjabi Shorthand Test and its Transcription on Computer as well as Computer Proficiency Test (word processing and spreadsheets) are mandatory but the same are of qualifying nature only and their marks or performance will not be counted towards final merit which will be based only upon the performance in the English Shorthand Test and its Transcription.

The number of candidates as decided by Hon'ble Central Recruitment Committee, who qualify the English Shorthand Test, Punjabi Shorthand Test and Computer Proficiency Test, will be called for checking of original testimonials/interaction.

Thereafter, Select List of the qualified candidates will be prepared strictly on the basis of merit in the English Shorthand Test & its transcription. Name of eligible candidate (s) higher in merit would be recommended for appointment as per the number of vacancies to be filled.

5. SPECIAL INSTRUCTIONS

The decision of the Hon'ble Central Recruitment Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants. The Hon'ble Central Recruitment Committee may shortlist the candidates at any stage of the recruitment process on the basis of some criteria. No inquiry or correspondence shall be entertained in this regard.

6. HOW TO APPLY ONLINE

The online registration/filling of application forms by the applicants will consist of two steps.

- (i) **Registration Step I:** Applicant will get his/her Registration ID and password and will print 'Cash Deposit Receipt' for deposit of fee in the designated bank (State Bank of India). Thereafter, the applicant shall deposit the requisite fee in any branch of State Bank of India.
- (ii) **Registration Step II:** After completion of Registration Step I, applicant shall thereafter fill the remaining particulars i.e. uploading of photograph/signature, qualification and fee payment details in the form, then to "LOCK & SUBMIT" the application form.

The detailed steps for Registration are given below:

(A) Pre-Requisites for Step I:

Applicants are required to have a valid personal active E-mail ID as all the information regarding recruitment process will be sent on their recorded E-Mail ID throughout the process.