

**Typing Skill Test for Clerk-cum-Data Entry Operator in English and Punjabi
on 19.01.2019 (Saturday) at NITTTR, Sector 26, Chandigarh**

Sr. No	Category	Total Candidates*
1	General	95
2	SC (Balmiki/Mazbi)	15
3	SC (Others)	15
4	Backward Classes	25
5	ESM (General)	28
6	ESM (SC)	04
7	ESM (BC)	02
8	Sports (General)	48
9	Sports (SC)	07

*Kindly Refer to the attached category wise list of eligible candidates for first phase of typing test in English & Punjabi languages. In Case, the required number of successful candidates is not available from the first phase of typing test, subsequent candidates will be called for typing test in phased manner.


Timings

First Batch	10.00AM onwards	General Category Candidates: 60; (Sr. No 1 to Sr. No 60)
Second Batch	11.00AM onwards	General Category Candidates: 35; (Sr. No 61 to 95)
		SC (Balmiki/Mazbi) Category Candidates: 15; (Sr. No 1 to 15)
		SC (Others) Category Candidates: 10; (Sr. No 1 to 10)
Third Batch	12.00PM onwards	SC (Others) Category Candidates: 5; (Sr. No 11 to 15)
		BC (Others) Category Candidates: 25; (Sr. No 1 to 25)
		ESM (General) Category Candidates: 28; (Sr. No 1 to 28)
Fourth Batch	01.00PM onwards	ESM (SC) Category Candidates: 4; (Sr. No 1 to 4)
		ESM (BC) Category Candidates: 2; (Sr. No 1 to 2)
		Sports (General) Category Candidates: 48; (Sr. No 1 to 48)
		Sports (SC) Category Candidates: 7; (Sr. No 1 to 7)

General Instructions:

- Candidates will be provided with a computer, a keyboard and a mouse.
- Candidate must bring the copy of e-Admit Card downloaded at the time of Written test held on 14.10.2018 and he/she must carry any Govt. approved Photo Identity Proof (in original) during the Typing Skill Test.
- Candidate's admission to Typing Skill Test is Provisional only. The mere appearing in the test and clearing the same does not in any way entitle the candidate for appointment to the post applied for. Appointment to the post is subject to fulfilment of prescribed qualification, experience and verification of documents.
- Candidates shall put his/her signatures on the Attendance Sheet.
- Mobile phones or any type of high-tech gadgets, pen drives etc. are not allowed in the examination hall. A candidate found holding above gadgets will be disqualified.
- No outsider will be allowed in the premises during the conduct of the test.
- Pin-drop silence is required at the time of typing.
- Before the typing, the invigilators will announce 'START', only then the candidates will start typing the given para on the computer. After the typing time is over, the invigilator will announce 'STOP' and immediately, print out of typed matter will be taken from the candidates. No more time will be allowed after announcement of the word, 'STOP'.
- 8% Errors/mistakes only are allowed for eligibility.
- Candidates shall test the computer machine for its use before typing the given para.
- English Type Test (Font: Times New Roman)
 - Typing @ 30 wpm for 300 words : 10 Minutes
 - Break (save as file name: Roll Number) : 1 Minute
- Punjabi Type Test (Font: Ravi)
 - Typing @ 30 wpm for 300 words : 10 Minutes
 - Break (save as file name: Roll Number) : 1 Minute
- Taking Printouts
- Collection of Printouts signed by the candidate/invigilator before allowing the candidates to leave the venue.
- If a Candidate remains absent in the typing test on the ground, whatever, he/she will not be given another chance.

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 Superintendent
 (Tech. Esstt.)
 PUDA, S.A.S. Nagar