No./R/Rectt./2024/ 1850   03 January, 2024

NOTICE

Subject: Schedule of Skill Test (Typing Test) for the Non-Teaching posts.
Reference: Advt. No. R/A-NT/2023/01 dated 04.02.2023

Sr. No.	Name of the Post	No. of Posts	Date & Time for Skill Test (Typing Test)	Keyboard layout	Venue for Skill Test (Typing Test)
1.	Lower Division Clerk (LDC)	47	Date: 18.01.2024 (Reporting at 8.00AM) Test Time : 9.00AM	English language English (UK) Hindi language Remingtan Gail	SSHC Jain Institute Of Management and Research NH-26 Narsighpur Road, Behind M.P.E.B. colony, Makronia Sagar Madhya Pradesh

INSTRUCTIONS FOR SKILL TEST (TYPING TEST)

1. Candidates are provisionally allowed to appear for skill test (Typing Test) subject to fulfillment of eligibility conditions which will be verified at the time of document verification.
2. Candidates are advised to reach the **examination center at least One hour before the start of test to complete the exam** formalities. Entry will be closed 30 minutes prior to the commencement of the examination.
3. Candidates without Admit card or having distorted/tampered photograph in photo identity shall not be allowed to appear in the examination.
4. Candidates are not allowed to carry the following items inside the examination center under any circumstances: all kinds of ornaments like Ring, Earrings, Chain/Necklace, Pendants, Badge and Brooch etc. any metallic item, camera, watch calculator, mobile phone, pager, Bluetooth, calculators, geometry/plastic pouch, blank or printed papers, written chits etc. Candidates must note that no arrangement will be made at the centre for keeping any personal articles/items belonging to them.
5. The candidate has to show his/her Admit Card to the invigilator or officials as and when required.
6. In case of Impersonation criminal action will be initiated against the impersonator as well as the candidate.
7. The document verification regarding eligibility criteria in terms of educational qualification, age, category **EWS/OBC/SC/ST/PWD (Latest Caste certificate in Central Govt. Format)** etc. will be conducted just after the completion of the skill test. Therefore, you are required to bring your all original certificates along with a set of self-attested copies of the documents as per the terms and conditions of the advertisement. **Declaration of result of a candidate will be subject to production & verification of the required documents.**
8. If a candidate is found using any kind of unfair means his/her result will be cancelled and he/she may also be disqualified in addition to other legal action initiating against him/her.
9. No TA/DA will be paid for appearing the skill Test.
10. The candidates can download e-admit card by logging into their accounts of Samarth Portal **(https://dhsgsunt.samarth.edu.in/index.php/site/login)**
11. Candidate must carry "Any one of the original and valid Photo Identification Proof issued by the Government"- PAN Card/Driving Licence/Voter ID/Ration card/Passport/Aadhaar Card (with photograph)/E-Aadhaar/Digilocker. All other ID/Photocopies of ID even if attested/scanned photos of IDs in the mobile phone will NOT be considered as a valid ID Proof.
12. PWD candidate (with disability of 40% or more) may be allowed compensatory/Extra time of 20 minutes per hour of the examination, whether such candidate (having a physical limation to write) uses the facility of Scribe or not. Such Candidate need to have valid document authorized by the competent Authority.
13. PWD Candidate must bring a PWD certificate issued by the Competent Authority if claiming under the PWD category. Such Candidate must also carry his/her own Self Declaration (undertaking) regarding educational qualification, passport size photograph and valid government identity.
14. Applicant will be provided login ID with password before the start of the test on computer.
15. For mock practice on the computer system, a separate time slot will be given just before the start of actual test. The typing test will be arranged in both languages English and Hindi. **The candidate has to appear in typing test in Hindi or English language.**
16. Candidate has to sign on the documents provided during the course of skill test.

By order,

Upadhyay 03.01.2024
Registrar (Offg.)