



Ref: Rectt/20/NT/C&D/10/02

Date: Jan 24, 2022

NOTICE

Sub: Skill test for the posts of Assistant, Personal Secretary and Sr. Scale Stenographer against Advt. No-SVSU/2020/ Estt./NT/C&D/10

Dear Applicants,

Please refer to your online application for the posts of Assistant/ Personal Secretary/ Sr. Scale Stenographer against Advt. No-SVSU/2020/Estt./NT/C&D/10, the University has scheduled the skill test for these posts to be held as follows:

A) **Typing Test for the post of Assistant:**

This typing test will be of 20 minutes consisting of a passage of 600 words in English language only (including special characters, alpha-numeric with all punctuations etc.) to be typed with a minimum speed of 30 words per minutes on the computer using key board. Text paragraph/ passage for computer typing shall be prescribed on the Monitor only (no hard copy). (*NOTE: Correct words typed with applicable penalties for every missing, wrong and left word shall be scored*). The minimum speed of 30 wpm will be qualifying with weight age of 0 (zero) marks. Thereafter, one mark shall be given for each completed wpm subject to a maximum of 20 marks corresponding to the speed of 50 wpm. The rounding off of the speed, if required will be done as per standard procedure.

This Typing test is scheduled to be held on Feb 07, 2022 as follows:

Time	Serial No as per List enclosed
9:00 am – 9:30 am	Sr. 001 to Sr. 095
10:30 am – 11:00 am	Sr. 096 to Sr. 190
12 noon – 12:30 pm	Sr. 191 to Sr. 285
1:30 pm – 2:00 pm	Sr. 286 to Sr. 363

Venue: Lingaya's Lalita Devi Institute of Management & Sciences, Mandi New Delhi- 110047 (near Gawal Pahari Tiraha via Gurugram-Faridabad Road)

B) **Skill Test for the post of Sr. Scale Stenographer:**

This shorthand & transcription test is scheduled to be held on Feb 07, 2022 at 2:30 pm at Lingaya's Lalita Devi Institute of Management & Sciences, Mandi New Delhi 110047 (near Gawal Pahari Tiraha via Gurugram-Faridabad Road) for all applicants.

The candidate shall have to qualify stenography test in English at the speed of 100 wpm & transcription thereof at the speed of 20 wpm only on Computer. Only 8% mistakes are permissible. **More than 8% mistakes will lead to disqualify.**





First Stage: A paragraph in English of 300 words will be dictated in 3 minutes to the candidates. Candidate will be required to write down the Speech. Candidate will have to carefully listen the words and need to write the speech in fast way, using the technique called "SHORTHAND". The text that candidate write from listening is to be used in second stage of test

Second stage: In second stage of the test, candidates will need to type the text that he/she has written within 15 minutes on computer only. Admissible Mistakes are 8% i.e., 24 words.

Marking scheme: Every mistake accounts for deduction of $\frac{1}{2}$ (half) mark. It means that in case of 24 mistakes, marks deducted are $1 \times \frac{24}{2} = 12$, So, in a text of 300 words, if ten mistakes are there, then marks obtained will be $30 - 5 (\frac{1}{2} \times 10) = 25$

C) **Skill Test for the post of Personal Secretary:**

This shorthand & transcription test is scheduled to be held on Feb 07, 2022 at 4:00 pm at Lingaya's Lalita Devi Institute of Management & Sciences, Mandi New Delhi 110047 (near Gawal Pahari Tiraha via Gurugram-Faridabad Road) for all applicants.

The candidate shall have to qualify stenography test in English at the speed of 120 wpm & transcription thereof at the speed of 45 wpm only on Computer. Only 8% mistakes are permissible. **More than 8% mistakes will lead to disqualify.**

First Stage: A paragraph in English of 360 words will be dictated in 3 minutes to the candidates. Candidate will be required to write down the Speech. Candidate will have to carefully listen the words and need to write the speech in fast way, using the technique called "SHORTHAND". The text that candidate write from listening is to be used in second stage of test

Second stage: In second stage of the test, candidates will need to type the text that he/she has written within 8 minutes on computer only. Admissible Mistakes are 8% i.e., 29 words.

Marking scheme: Every mistake accounts for deduction of $\frac{1}{2}$ (half) mark. It means that in case of 29 mistakes, marks deducted are $1 \times \frac{29}{2} = 14.5$, So, in a text of 360 words, if ten mistakes are there, then marks obtained will be $30 - 5 (\frac{1}{2} \times 10) = 25$

2. These tests are mandatory to be qualified separately. Only such candidates, who qualify this test, shall be eligible to appear in the Computer Appreciation & Application Test and in the written test.

3. Accordingly, the concerned applicants are hereby informed to appear in the typing and/or shorthand skill test for respective post(s) as per above mentioned schedule and report the venue at-least 15 minutes before the scheduled time. The





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applicants may download their admit cards for this test w.e.f Jan 29, 2022 from their respective login on the web-portal i.e., www.svsurecruitment.in through which the online application form was filled-in. The applicants who are unable to download the admit card due to any reason may obtain the provisional admit card on Feb 04, 2022 from 9:30 am to 3:00 pm at the University transit office 2nd & 3rd floor Plot No 147, Sector-44 Gurugram. Such applicants need to bring along their Application Form/ID, two photographs and valid ID proof having clear recent photograph.

4. Please note that all applicants who had applied for the respective post(s) are being called for appear in the typing/ shorthand skill test without verification and ascertaining the eligibility. All applicants are advised to satisfy themselves w.r.t eligibility for respective post(s) before appearing in the test. The eligibility as per the conditions specified for respective post will be ascertained only for the applicants who qualify the test(s). No ineligible applicant will be considered. If any applicant is found in-eligible at any stage during the selection process, the respective application will summarily be rejected.

5. During these exams, it will be mandatory to follow the COVID related guidelines being issued by the Govt from time to time and also to strictly adhere the COVID appropriate behaviour including social distancing, masking, sanitization & vaccination. However, the schedule is subject to change as per Govt. Instructions/ guidelines. Accordingly, all applicants are advised to keep visiting the University website for any such change.

REGISTRAR

Copy to: All applicants via e-mail

Web Administrator: to upload on the University website

OSD to VC: for information





Serial No. of the Applicants for the post of Assistant vide Advt No. NT/C&D/10

Sr. No	Application ID	Sr. No	Application ID	Sr. No	Application ID	Sr. No	Application ID
1	010_066_1981	41	010_066_6853	81	010_066_332	121	010_066_98
2	010_066_6944	42	010_066_4328	82	010_066_1109	122	010_066_2318
3	010_066_3727	43	010_066_1181	83	010_066_1522	123	010_066_5069
4	010_066_6890	44	010_066_6731	84	010_066_3942	124	010_066_6967
5	010_066_734	45	010_066_1327	85	010_066_6506	125	010_066_479
6	010_066_6889	46	010_066_4674	86	010_066_1379	126	010_066_1098
7	010_066_6241	47	010_066_1383	87	010_066_5577	127	010_066_2040
8	010_066_4077	48	010_066_1811	88	010_066_2428	128	010_066_1061
9	010_066_614	49	010_066_3139	89	010_066_4082	129	010_066_986
10	010_066_1152	50	010_066_5066	90	010_066_1073	130	010_066_6975
11	010_066_661	51	010_066_6608	91	010_066_1419	131	010_066_1776
12	010_066_1701	52	010_066_1711	92	010_066_2890	132	010_066_273
13	010_066_4032	53	010_066_6801	93	010_066_5761	133	010_066_4182
14	010_066_1577	54	010_066_6604	94	010_066_1298	134	010_066_5140
15	010_066_3996	55	010_066_3548	95	010_066_2461	135	010_066_386
16	010_066_710	56	010_066_5632	96	010_066_1652	136	010_066_5276
17	010_066_4323	57	010_066_1670	97	010_066_6974	137	010_066_903
18	010_066_6943	58	010_066_419	98	010_066_7148	138	010_066_3915
19	010_066_3613	59	010_066_6585	99	010_066_4306	139	010_066_1187
20	010_066_1942	60	010_066_6508	100	010_066_592	140	010_066_2195
21	010_066_6144	61	010_066_5033	101	010_066_717	141	010_066_1809
22	010_066_1380	62	010_066_1975	102	010_066_6388	142	010_066_6221
23	010_066_1856	63	010_066_1959	103	010_066_4495	143	010_066_6805
24	010_066_6332	64	010_066_6643	104	010_066_321	144	010_066_7003
25	010_066_6471	65	010_066_3407	105	010_066_835	145	010_066_928
26	010_066_6914	66	010_066_7096	106	010_066_2788	146	010_066_3472
27	010_066_1226	67	010_066_6773	107	010_066_847	147	010_066_5081
28	010_066_3214	68	010_066_2330	108	010_066_3737	148	010_066_1660
29	010_066_2202	69	010_066_2681	109	010_066_2448	149	010_066_2116
30	010_066_2429	70	010_066_738	110	010_066_2537	150	010_066_1051
31	010_066_3241	71	010_066_330	111	010_066_6103	151	010_066_4754
32	010_066_6920	72	010_066_6420	112	010_066_1971	152	010_066_6816
33	010_066_2504	73	010_066_6262	113	010_066_258	153	010_066_3065
34	010_066_4489	74	010_066_4380	114	010_066_6907	154	010_066_537
35	010_066_6553	75	010_066_5277	115	010_066_6222	155	010_066_1653
36	010_066_5622	76	010_066_3454	116	010_066_55	156	010_066_6128
37	010_066_5460	77	010_066_6891	117	010_066_641	157	010_066_7036
38	010_066_6847	78	010_066_6410	118	010_066_795	158	010_066_3058
39	010_066_7128	79	010_066_4496	119	010_066_2758	159	010_066_3943
40	010_066_86	80	010_066_6308	120	010_066_1107	160	010_066_1359





Serial No. of the Applicants for the post of Assistant vide Advt No. NT/C&D/10

Sr. No	Application ID	Sr. No	Application ID	Sr. No	Application ID	Sr. No	Application ID
161	010_066_6814	201	010_066_678	241	010_066_5356	281	010_066_200
162	010_066_3222	202	010_066_6981	242	010_066_853	282	010_066_552
163	010_066_6509	203	010_066_461	243	010_066_1558	283	010_066_2938
164	010_066_3538	204	010_066_2315	244	010_066_7135	284	010_066_6247
165	010_066_1012	205	010_066_6656	245	010_066_3845	285	010_066_6826
166	010_066_941	206	010_066_234	246	010_066_5498	286	010_066_6564
167	010_066_5598	207	010_066_3672	247	010_066_2689	287	010_066_1958
168	010_066_6872	208	010_066_2680	248	010_066_7153	288	010_066_6800
169	010_066_6165	209	010_066_288	249	010_066_6718	289	010_066_2759
170	010_066_3372	210	010_066_7052	250	010_066_4136	290	010_066_6287
171	010_066_6806	211	010_066_3356	251	010_066_2718	291	010_066_6550
172	010_066_1599	212	010_066_4450	252	010_066_5319	292	010_066_2695
173	010_066_2007	213	010_066_7044	253	010_066_6623	293	010_066_4225
174	010_066_4264	214	010_066_5570	254	010_066_701	294	010_066_6794
175	010_066_2054	215	010_066_4463	255	010_066_5380	295	010_066_3412
176	010_066_6497	216	010_066_4574	256	010_066_6766	296	010_066_6157
177	010_066_6892	217	010_066_6601	257	010_066_7124	297	010_066_2271
178	010_066_7119	218	010_066_229	258	010_066_6888	298	010_066_6570
179	010_066_206	219	010_066_1865	259	010_066_1300	299	010_066_2158
180	010_066_4417	220	010_066_4063	260	010_066_5800	300	010_066_6278
181	010_066_6080	221	010_066_7081	261	010_066_1422	301	010_066_1169
182	010_066_3389	222	010_066_194	262	010_066_1035	302	010_066_6765
183	010_066_6587	223	010_066_3940	263	010_066_1661	303	010_066_5309
184	010_066_5123	224	010_066_7079	264	010_066_3819	304	010_066_5225
185	010_066_2153	225	010_066_6955	265	010_066_1864	305	010_066_4068
186	010_066_1935	226	010_066_2072	266	010_066_3692	306	010_066_6590
187	010_066_6687	227	010_066_7117	267	010_066_6699	307	010_066_2060
188	010_066_6122	228	010_066_6093	268	010_066_6521	308	010_066_6178
189	010_066_6678	229	010_066_6759	269	010_066_7028	309	010_066_6153
190	010_066_3387	230	010_066_1863	270	010_066_3923	310	010_066_6522
191	010_066_5639	231	010_066_4274	271	010_066_7038	311	010_066_2089
192	010_066_649	232	010_066_6989	272	010_066_7107	312	010_066_6324
193	010_066_1679	233	010_066_6579	273	010_066_6916	313	010_066_6216
194	010_066_3198	234	010_066_709	274	010_066_3956	314	010_066_4116
195	010_066_2339	235	010_066_6373	275	010_066_6817	315	010_066_6519
196	010_066_3370	236	010_066_2327	276	010_066_6383	316	010_066_1544
197	010_066_1519	237	010_066_2282	277	010_066_3415	317	010_066_6946
198	010_066_7062	238	010_066_556	278	010_066_6671	318	010_066_6504
199	010_066_7104	239	010_066_382	279	010_066_643	319	010_066_1318
200	010_066_5029	240	010_066_6863	280	010_066_6747	320	010_066_6726





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Serial No. of the Applicants for the post of Assistant vide Advt No. NT/C&D/10

Sr. No	Application ID	Sr. No	Application ID
321	010_066_2870	343	010_066_4161
322	010_066_1714	344	010_066_3769
323	010_066_6095	345	010_066_3367
324	010_066_7040	346	010_066_5329
325	010_066_2299	347	010_066_890
326	010_066_3339	348	010_066_6183
327	010_066_1453	349	010_066_2440
328	010_066_1529	350	010_066_4327
329	010_066_6984	351	010_066_6335
330	010_066_548	352	010_066_943
331	010_066_6779	353	010_066_964
332	010_066_2381	354	010_066_6575
333	010_066_4509	355	010_066_5089
334	010_066_1002	356	010_066_2024
335	010_066_5958	357	010_066_6821
336	010_066_5242	358	010_066_172
337	010_066_3487	359	010_066_3459
338	010_066_6684	360	010_066_4163
339	010_066_3782	361	010_066_5860
340	010_066_6454	362	010_066_1283
341	010_066_3600	363	010_066_2438
342	010_066_619		

