



# SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Ref. No. SVSU/ESTT/2024/471

Date.14.02.2024

Sub: Notice of typing test for the post of clerk vide advertisement No. SVSU/2023 /Estt./NT C&D/023

Dear Applicant,

With reference to your application for the posts of "Clerk" advertisement No. SVSU/2023/Estt. /NT C&D/023, you are advised to report for Computer typing (English) test in the University, along with **valid proof of Identity bearing your clear photograph**, on Feb 20 to Feb 21, 2024, as per schedule attached herewith at Annexure-A1-A10. As mentioned in the advt., this test is mandatory to be qualified separately. Only such applicants who qualify typing shall be eligible to appear in the written test, which will be conducted later.

The duration of the typing test will be of 20 minutes to type a passage of more than 600 words in English, using standard computer keyboard with a minimum speed of 30 words per minutes. The Passage/Text for typing (containing English words/alpha-numeric/special character etc) shall be simultaneously displayed on the Computer Monitor only (no hard copy).

(NOTE: Correct words typed with applicable penalties for every missing/wrong/left word shall be scored). The minimum speed of 30 wpm will be qualifying nature only. 2.Further, it is clarified that all the applicants are being allowed to appear without declaring them eligible. The applicants must satisfy themselves about their eligibility, before appearing in the test. The eligibility as per criteria advertised is subjected to fulfilling the requisite conditions and will be established only for such applicants who qualify the typing as well as written test. Merely qualifying these tests will not make anyone entitle to be considered for final merit list.

Please note that no TA/DA would be admissible for appearing in this test.

3. No separate communication shall be sent to all the applicants for Skill/typing test and applicants must reach the designated venue before the reporting time as per the schedule enclosed.

Further, only qualified candidates in skill test shall be called for written test which may be held tentatively in first week of March,2024 without establishing their eligibility.

Note: - The candidature of the applicants could not be considered due to applications without the prescribed fees or without fees and applications received after due date.

1. List of applicants received without Demand Draft is enclosed as per Annexure B
2. List of applicants with less than prescribed fees as per the advertisement (Annexure C)
3. List of applicants whose applications received after due date i.e. 18.01.2023 (Annexure D)

Candidates are advised to note their registration no's for future reference and advised to visit University website regularly. In case of any query, the applicants may send their concern to email id: -recruitment2024@svsu.ac.in on or before Feb 18, 2024, up to 3:00 PM. No query will be entertained thereafter.

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Registrar

#### Instructions for computer typing test

1. Candidates are required to report at the Examination Centre, one hour prior to the scheduled time of the Computer based Typing Speed Test.
2. It is to be noted that Mobile Phones, Smart Watch or any electronic gadgets will not be allowed inside the exam hall. The institute will not be responsible for keeping any mobile or any electronic gadgets or any associated loss of mobile / electronic gadgets. Mobile scanner will be used and if any applicant is found to have mobile / electronic gadgets inside examination hall, his/her test will be cancelled.
3. The Computer based Typing Speed Test is mandatory and is a qualifying in nature.
4. The Computer based typing speed test will be conducted in English Only on the personal computer provided by the institute.
5. Candidates who don't qualify the Computer based typing speed test will not be permitted for further stages of selection process.
6. It is mandatory to carry at least one of the following Photo identity card
  - a) Aadhar Card
  - b) Voters ID Card
  - c) Driving License
  - d) PAN Card
  - e) Passport
  - f) ID card issued by College
  - g) Employer ID Card
  - h) Or any other valid ID card issued by the Central/State Government

Applicants without Valid Identity Proof will not be allowed to entry in the examination Hall.