



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Camp Office, Motihari – 845 401, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

Dated: 17th October 2019

NOTICE & IMPORTANT INFORMATION

REGARDING SKILL TEST

for the post of

UPPER DIVISION CLERK AND LOWER DIVISION CLERK

1. It is hereby informed to all the concerned candidates (*who appeared in the Written Examination for the post of Upper Division Clerk and Lower Division Clerk held on 29th September 2019*) that Skill Test for the post of Lower Division Clerk and Upper Division Clerk shall be held as per Date, Time and Venue given below:

Venue of Skill Test

M.S. Memorial Public School

Balganga, Areraj Road, Motihari – 845 437

District – East Champaran, Bihar (India)

Sl.	Name of the Post	Date & Time of Skill Test
1.	Lower Division Clerk (LDC)	24 th October 2019 (Thursday) at 02:00 PM onwards
2.	Upper Division Clerk (UDC)	24 th October 2019 (Thursday) at 03:00 PM onwards

2. CANDIDATES CALLED FOR SKILL TEST:

All the candidates who appeared in the Written Examination held on 29th September 2019 are called for Skill Test. **The candidates who have applied for the aforesaid posts but did not appeared in the Written Examination held on 29th September 2019 are not called for Skill Test.**

Email to all the candidates called for Skill Test is being sent separately.

3. NATURE OF SKILL TEST:

The skill test for the aforesaid posts is **compulsory**. However, these tests will only be of qualifying nature. **Assessment will not (NOT) be done on the basis of marks of such tests.** Failure in the Typing Test shall be failure in the exam.

4. MODE AND PATTERN OF SKILL TEST:

The Skill Test for the said posts shall be held on **Computer only**. The Commission will provide the Computer for the test. No candidate will be allowed to bring his/her own keyboard.

Pattern of Skill Test: English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500 Key depressions per hour / 9000 key depressions per hour respectively on an average of 5 Key depressions for each word).

The speed will be adjudged on the accuracy of typing on the computer of a given text passage in **10 minutes**.

5. FINAL SELECTION:

Final Selection for the post of Upper Division Clerk and Lower Division Clerk will be on the basis of marks secured in the **Written Examination only**.

6. IMPORTANT INFORMATION AND INSTRUCTIONS:

- i. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Skill Test.
- ii. On completion of test, they shall remain seated at their desks and with until their scripts are collected and accounted for. They must not type, write or erase after the expiry of allotted time.
- iii. The candidates will be required to take their seat ten minutes before commencement of the Test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.

- iv. Silence must be observed in the Examination Hall.
- v. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Skill Test or such other penalty as the University may deem fit.
- vi. Travelling and other expenses must be borne by the candidates themselves.
- vii. Any request for change in time/date/centre of the Computer Proficiency test will not be entertained by the University under any circumstance.

S/d

(DR PADMAKAR MISHRA)
OSD (Administration)