

F. No. 4-1/2018-R-II
National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi - 110016
Recruitment Section-II

Dated: 26 May, 2020

Circular

Subject: Typing Test for the post of Lower Division Clerk (LDC) under LDE quota as per Revised RR 2017 at NCERT Hqrs.

Typing test for the post of Lower Division Clerk (LDC) under LDE quota as per Revised RR 2017 at NCERT Hqrs. is scheduled to be held on 10-06-2020 in Publication Division DTP Room NCERT, New Delhi from 9.00 A.M onwards.

The following candidates have been found eligible for the said examination:

Sl.No	Roll. No	Name of the eligible candidate
1	3001	Sh. Manish Kumar Mudgal ✓
2	3004	Sh. Amit Kumar ✓
3	3008	Sh. Sanjay Kumar ✓
4	3011	Sh. Chandershekhar ✓
5	3012	Sh. Sunil Kumar ✓
6	3013	Sh. Manoj Kumar Dhyani ✓
7	3014	Sh. Rachit Sharma ✓
8	3015	Sh. Shivam Kashyap ✓

The candidates are requested to download their Admit Card enclosed with this circular.

D.S. (R-II) 26/5/2020

P. Singh
26/5/2020
(Under Secretary)
R-II Section

Head, ICT, CIET with the request to upload it on the NCERT Website. (Soft copy has also been sent to you by e-mail).

Please upload.

26.5.2020

Lab 201

612/DS/RII
26/5/2020

3580/DICT
26/5/20

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
SRI AUROBINDO MARG, NEW DELHI – 110016

Roll Number 3015

ADMISSION CARD (Type Test LDC,LDE)

Affix your
attested
passport size
photo

Subject: Recruitment to the post of LDC (LDE) in NCERT

Reference his/her application for the post of LDC,(LDE) in the Pay Band – I i.e. Rs.5200-20200 with Grade pay of Rs.1900/- (Revised) in NCERT and the written examination. He/she is hereby informed that the type test/typing skill test on computer (Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi corresponding to 10500 KDPH on an average of 5 key depression for each word is required to qualify the skill test) for the post of LDC(LDE) will be held on **June 10, 2020 at 9.00am** at NCERT New Delhi as per the details given below

Roll No	Name of the Candidate	Venue
3015	Sh. Shivam Kashyap	Publication Division 2 nd Floor

Signature of the candidate _____

Name of the Candidate (in capital letters) _____

Signature of the Official of NCERT _____

THIS ADMISSION CARD HAS TO BE HANDED OVER TO THE NCERT Official AT THE TIME OF TEST. NO TA/DA WILL BE PAID FOR APPEARING IN THIS TEST.

Instructions for candidates

1. No candidate will be admitted to the test without this Admission Card under any circumstances.
2. The Admission Card containing instructions will be collected by the invigilator/supervisor after verification of the candidate.
3. **She/he is permitted provisionally subject to verification of eligibility criteria etc. as per the advertisement for this examination.**
4. **The candidate must paste his/her attested latest passport size photograph in the space provided in the admit card.**
5. Any attempt for impersonation will disqualify the candidature.
6. **Candidate is required to report at 9.00 am on the day of the type test.**
7. **The candidate will be required to bring all the original documents as well as an attested copies of each one of them to justify his/her claim for the candidature without which she/he will not be allowed to appear at the test.**
8. Also read and download instructions overleaf carefully and bring all the documents asked in the instructions

More Instructions for candidates

Please bring the following documents at the time of type test and follow other instructions written below:

1. Bring Admit Card downloaded from web site with self attested photograph.
2. All the conditions as laid down in Admit Card must be fulfilled.
3. Punctuality at the time of type test needs to be maintained and no excuse for fulfilling any of the above conditions would be entertained.
4. In case of any dispute the decision of Director, NCERT would be final and will have to be accepted by the candidate.
5. NCERT will not be responsible for late receipt or non receipt of the information for appearing for type test, as the list of candidates with these conditions is also available on NCERT website.

INSTRUCTIONS FOR THE TYPE TEST

1. Type test will be of 10 Minutes durations. The candidate can uniformly opt for one language only i.e. English in Times New Roman or Hindi in Unicode/Krutidev/Mangal font. The candidate will begin on saying **START** and will finish on saying **STOP**. Not following instructions of the invigilator will disqualify the candidate.
2. The candidate will type his/her name, father's name and the Roll No in the space provided in the test paper before beginning the test only on first page. On rest pages the candidate will fill required columns with pen after completion of the test.
3. The candidate and the invigilators will sign all the pages of the type test after completion of type test.
4. Use of Short cut Keys of the computer is strictly prohibited and the use of short cut keys will disqualify the candidate.
5. The candidate will not touch any setting/ icon in the computer. Touching/shifting of these settings/icons will disqualify the candidate.
6. Copy/paste will disqualify the candidature.
7. The candidates are under CCTV surveillance.
8. There is no scope of change of computer or the keyboard that is allotted to the candidate for the type test. There is no scope of auto correction in the test.
9. English typing is to be done on 12 pt. Font in 1.5 line spacing and Hindi typing is to be done on 16 pt. font in double space..
10. The candidate has to type the paragraphs as have been given in the test paper. Even if any word/letter is written wrongly in our text paper, it is to be typed in the same way. Correcting the text/letter/word by the candidate will be treated as a mistake in typing. Spacing between the words will have to be same as has been provided in our paper. There is negative marking in type test.
11. If a candidate types the whole text provided to the candidate, he/she may start again from the start of the paragraph in the remaining time.

