



ASSAM UNIVERSITY
(A Central University)
Silchar 788011
Assam, India

असम विश्वविद्यालय
(एक केन्द्रीय विश्वविद्यालय)
सिलचर 788011
असम, भारत

NOTICE

In supersession of this office Notification No. 102/4/2021-RECT dated 2nd March, 2021 it is hereby notified for information of all concerned that the date of Computer Skill test for the post of LDC has been **rescheduled** as under:

Earlier Notified date of Computer Skill Test	New date of Computer Skill Test	Venue
9 th March, 2021	13 th March, 2021 (Saturday)	Computer Centre, AUS

The Test will be of 60 minutes duration for each batch, the detail guidelines and instructions are appended in the annexure. Batch wise time schedule with Roll No. will be notified shortly.

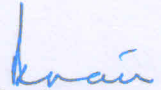
This is issued with approval of the competent authority.


Registrar

No. 102/4/2021-RECT

8th March, 2021

Copy to: The Director, Computer Centre for necessary action for uploading the notification in the university web site.


Registrar

**ASSAM UNIVERSITY: SILCHAR****INSTRUCTIONS AND GUIDELINES FOR COMPUTER SKILL TEST FOR LOWER DIVISION CLERK (LDC)
SCHEDULE DATE: 13th MARCH, 2021.**

Candidates should read the instructions below carefully for appearing in the skill test:

1. The shortlisted candidates will have to send a test email to angshumaan_sen@yahoo.com with an attachment in a word file [file name must be the name of the candidate] indicating the following details (a) Name (b) (i) Father's Name (ii) Mother's Name(c) email id and (iv) Roll Number allotted for Written test.
2. Candidates should carry with them the Admit Card and Identity Card to the skill test centre, failing which they will not be allowed to enter into the examination hall;
3. The Officer-in-Charge and Invigilators of the examination have been advised to verify the Admit Card of each candidate at the time of examination and take candidate's signature on the attendance sheet;
4. Candidates are required to report to the examination hall 30 (thirty) minutes before the time specified for the commencement of the examination as indicated below:-

Sl No	Category of Candidates	Date & Day	Time Slot
1.	Schedule Caste (SC)	13 th March,2021;Saturday	11am-12noon
2.	Other Backward Classes (OBC)	13 th March,2021;Saturday	12.30-13.30 hrs
3.	Unreserved & Economically Weaker Section(EWS)	13 th March,2021;Saturday	14.00-15.00hrs & 15.30-14.30 hrs

5. Marks Distribution in Computer Skill Test:-

Sl no	Topic	Marks Distribution	Total Time
1.	MS Word(Command)	25	60 minutes
2.	MS Excel (Command)	25	
3.	English Passage Typing	25	
4.	Creation of table in excel/word	25	

6. The mobile phone/any other electronic gazette should be kept in the silent mode only; and such gazettes will not be allowed to use during the test. The candidates are advised not to bring any valuable personal belongings to the examination centre. The University shall not be liable for any loss of the valuables;
7. For Candidates appearing at Computer Skill Test, PCs running commonly used text editors on Windows/Linux platform will be provided. Use of editing tools for correcting the mistake in typed matter will not be allowed. They are advised to use commonly used font faces with font-size 12.
8. Typing Test will be conducted in English only.
9. Candidates opting for English medium should have minimum typing speed of 35 words per minute which corresponds to 10500 key depressions per hour.
10. Candidates are required not to damage the equipments provided to them in Test Centre in any manner. Any Candidate found making an erroneous act or damaging the equipments shall be debarred from further process of the test and his/her candidature will be cancelled.

11. Visually Handicapped candidates (with 40% disability and above) will be allowed 30 additional minutes for computer typing. He/ she will have to arrange his/her own compatible keyboard etc, etc.
12. OH Candidates seeking exemption from Typing Test on medical ground must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format at the time of Typing Test.
13. 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.
14. Candidates should type their particulars (Roll No. etc.) in the space provided on the screen, to create a folder and save it with a name and other details as may be asked at the examination centre. She/He should familiarize himself on the Instructions available on the university website <http://www.aus.ac.in>
15. After completing typing of the passage once, candidates are advised not to re-type the passage. If spare time is available candidates may utilize the time for checking the typescript and making corrections.
16. Immediately after the typewriting test is over, the candidate will be asked to write in his/her own handwriting one sentence in English below the print copy of passage given to him/her and will have to put his/her name, Roll No. and signature at the end.
17. Candidates should not tear any sheet given to them. When the printout of the passage typed by him is given to him he must write his Roll No. and name on each page, sign and handover to the Invigilator.
18. Candidate must return the Question Paper along with their scripts to the Invigilator. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall.
19. Every candidate will be supplied with a photo bearing attendance sheet with his/her Roll No. He/she will be required to sign it and put his/her Left Hand Thumb Impression before the beginning of the Test.
20. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test/printing of page.
21. On completion of the Test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
22. Silence must be observed in the Examination Hall.
23. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
24. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. 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 Test or such other penalty as the University may deem fit.
25. Any request for change in time/date/centre/medium of the typewriting test will not be entertained by the University under any circumstances. Any addition or alteration in guidelines & instructions shall be notified in website only and concerned candidates shall have to visit university website frequently.
