Computer Skill Test for the post of LDC under Regional Office, ESIC, Parwanoo H.P. (Part-II)

Date of Test: 30.04.2011 (Saturday)

Time   :   9.00 AM Sharp

Venue   :   **DOEACC Society,**
                           Ministry of Communications &
                           Information Technology,
                           Govt. of India,   SCO-114-116,
                           Sector 17-B,CHANDIGARH
                           160017.

Instructions for candidates:

Read the instructions carefully.

1. Before appearing for the skill test examination, candidates must satisfy that they fulfill the eligibility criteria for the post as laid down in the advertisement published in the Employment News Dated 15th August, 2010.

2. Candidates are allowed to appear in the examination provisionally and their candidature shall be terminated unilaterally at any stage of the recruitment process, if it is found that he/she does not fulfill the eligibility criteria.

3. Candidates are advised to report at the examination hall 30 minutes before the commencement of the examination. They shall not be allowed to enter the examination hall after 15 minutes of the commencement of the examination.

4. Candidates are advised to read carefully the instructions given in the Question Booklet.

5. Mobile Phones are strictly prohibited inside the examination hall.

6. Any candidate found using unfair means/reporting late/without Admit Card (with signatures thereon) shall be debarred from the examination.

7. Candidates will not be entitled to TA/DA for appearing in the examination.

8. Candidates will not be allowed to leave the examination hall till the expiry of full time of examination.

9. Candidates are advised to keep a photocopy of the Admit Card till the declaration of results.

10. Candidates must abide by the instructions given by the Supervisor/ invigilator; failure to do so will make the candidate liable to any such punishment as ESIC may decide.

11. It is made clear that verification of educational, age, caste & category certificates on the basis of the originals shall be carried out in respect of all the candidates finally selected for the post.

12. Candidate must attain running speed of 40 w.p.m. In English & 35 w.p.m. in Hindi.

13. The papers of candidates securing less than the above speed will not be evaluated. For this purpose, the candidates must type minimum 384 correct words in English and 336 correct words in Hindi.

14. 4 % mistakes in typing are permissible. One mark will be deducted for each mistake.

15. Accordingly, candidates making mistakes more than 4 % or typing less than 384 correct words in English and 336 correct words in Hindi will not be evaluated.

16. There are 30 marks for typing ; 10 marks for formatting the typed passage; and 10 marks for Excel sheet.

17. After completing typing of running passage candidates should not re-type the passage. If spare time is available , candidates may utilize the same for checking the corrections.

18. When the print out of passage typed by the candidate is taken out, he/she must write his/her Roll no. and name on each page and get it signed from the invigilator.

19. Silence must be observed in the Examination hall.

20. Candidates without original Admit Card with recent photograph duly attested by Gazetted Officer will not be allowed to sit in the test.