

NATIONAL INSTITUTE OF AYURVEDA

Deemed To Be University Under *de-novo* Category
Accredited NAAC Grade-A

TYPING TEST FOR CANDIDATES SHORTLISTED FOR CONSIDERATION FOR THE POST OF LOWER DIVISION CLERK

17th SEPTEMBER, 2021

The Merit List of Candidates appeared in the Screening Test for the Post of Lower Division Clerk was declared and posted on the Website of the Institute on 17-08-2021. Now the Typing Test (Hindi or English) for the Post of Lower Division Clerk will be held on **17th September, 2021 (Friday) at 10 AM** in the Institute. List of the Shortlisted Candidates called for Typing Test is given below. The Criteria and Instructions for the Test is also given hereunder. Candidates should read it carefully.

Candidates should report in the Institute at 9 AM on **17th September, 2021 (Friday)** with the following Original Documents:

1. Call Letter issued for the Screening Test
2. Call Letter issued for the Typing Test
3. Photo Identity Card (Aadhar, Driving Licence, Voter ID etc.)
4. Photocopy of the Photo Identity Card


JOINT DIRECTOR (ADMN.)
7-9-2021

LIST OF CANDIDATES CALLED FOR TYPING TEST

S. No.	Merit No.	Roll No.	Name of the candidate	Category	Marks Obtained in Screening Test
1.	1	20098	Kiran Kumari D/o Ramasingh Pal	OBC	78.5
2.	2	20101	Kshitij Bhardwaj S/o Kailash Chandra Bhardwaj	GEN	77
3.	3	20092	Karishan Gopal Kumawat S/o Nirmal Kumar Kumawat	OBC	76
4.	4	20203	Tarun Nimiwal S/o Vijay Kumar Nimiwal	OBC	74
5.	5	20070	Hansraj Beniwal S/o Hema Ram	OBC	72.5
6.	6	20016	Ajay Pal S/o Ramashis Pal	OBC	71
7.	7	20134	Nishant Tiwari S/o Suresh Chand Sharma	GEN	70.5
8.	8	20057	Dinesh Kumar Saini S/o Mali Ram Mali	OBC	69
9.	9	20158	Rakesh Swarnkar S/o Murari Lal Swarnkar	OBC	68
10.	10	20043	Chanda Sharma D/o Shanker Lal Sharma	GEN	67.5
11.	11	20029	Ashish Sharma S/o Natthi Lal Sharma	GEN	67.5
12.	12	20138	Parag Saini S/o Dal Chand Saini	GEN	67.5
13.	13	20039	Bharat Swami S/o Prem Das Swami	OBC	67.5

Important Instructions for Conducting the Typing Test

1. The Prescribed Typing Speed is 35 words per Minute in English or 30 words per Minute in Hindi corresponding to 10500 KDPH/ 9000 KDPH respectively, on an average of 5 key depressions for each word on Computer.
2. The Typing test will be for qualifying in nature and no weight age will be given while preparing the final merit list.
3. Candidates are required to report for the Test at the Reporting Time indicated in their Call/Permission Letter.
4. Every candidate has to sign the Attendance Sheet for the Test.
5. The English /Hindi Typing Test will be conducted on **Computer only**. Computer will be provided by NIA at the venue of the Test. The Test will be in MS Word Format.
6. Candidates should create Word File on the Desktop of the Computer provided. The word File created by the Candidate for the Test should be saved carefully with File Name by his /her Roll No. (For Example : 001)

7. Candidates can opt DevLys or Kurti Dev Font for Hindi and Times New Roman Font for English Typing.
8. Before starting the Typing Test, Candidates should Type their Name and Roll Number on Top of the Page.
9. After completing the Typing Test, Print-out of the Typed matter will be taken out and the Candidate will sign at the end of each Page.
10. Candidates will be given time for a Trial Test before the Actual Typing Test.
11. Candidates must start Typing from the beginning of the Paper provided.
12. The duration of the Typing Test will be 10 Minutes only. It will consist of one Paper of running matter.
13. A Bell will ring for starting and stopping the Typing Test.
14. Candidates must return the Paper along with their Transcripts to the Invigilator after the Type Test is over. Candidates are not allowed to take the Paper or Transcript out of the Examination Hall. They should not tear any sheet given to them.
15. **If a candidate does not qualify the minimum required Typing Speed, he will be considered unsuccessful in Typing Test and he will not be considered further for the Post of Lower Division Clerk.**
16. Candidates will not be permitted to leave the Examination Hall until expiry of the Time allotted for the Test.
17. Candidates must observe silence in the Examination Hall.
18. Candidates must abide by any further instructions that may be given to them orally by the Staff conducting the Test. If any candidate fails to do so or indulges in disorderly or improper manner/conduct, he will render himself liable to expulsion from the Test.