

RASHTRIYA SANSKRIT SANSTHAN

(Deemed University)

(Established under the Auspices of the Ministry of Human Resource Development, Govt. of India)
56-57, Institutional Area, Janak Puri, New Delhi-110058

NOTIFICATION

Dated: 15-10-2019

Date, Venue and Instructions for Qualified Candidates called for appearing in Typing Skill Test in Computer/ Stenography for the post of Lower Division Clerk, Stenographer Grade-I and Stenographer Grade-II

All the candidates, who have been declared qualified in written examination held on 31.08.2019 & 01.09.2019 for the post of Lower Division Clerk (LDC), Stenographer Grade-I and Stenographer Grade-II vide Sansthan's Notification dated 10.10.2019 published in Sansthan's Website, are hereby called for appearing in Typing Skill Test in Computer/ Stenography, scheduled to be conducted on 25.10.2019 (Friday). They are instructed to take note of the following:-

Date of Typing Skill Test in Computer/ Stenography (English/Hindi)	-	25.10.2019 (Friday)
Reporting Venue for Typing Skill Test in Computer/ Stenography for the posts of LDC/ Stenographer Gr.I / Stenographer Gr. II (English/Hindi)	-	The Institution of Electronics and Telecommunication Engineers (IETE -Delhi Centre) 16/1-2, Institutional Area, Pankha Road, Janakpuri, New Delhi-110058 (near Sagarpur Police Station)
Reporting Time for registration and verification of documents etc.	-	9.00 A.M. to 10.00 A.M. on 25.10.2019 No candidate will be permitted for appearing in skill test after reporting time i.e. 10.00 a.m.
Time of Skill Test in Computer/ Stenography (English/ Hindi)	-	10.30 A.M. onwards
Duration of Typing Skill Test in Computer for LDC and minimum requirement for qualifying Typing Skill Test	-	10 minutes English typing @ 35 w.p.m. or Hindi / Sanskrit typing @30 w.p.m. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of 5 key depressions for each word.)
Duration of Skill Test in Stenography and minimum requirement for qualifying Skill Test in Stenography	-	The candidates will be given one dictation for 10 minutes in English / Hindi at the speed of 100 w.p.m. for the post of Stenographer Grade I and 80 w.p.m. for the post of Stenographer Grade II. The matter will have to be transcribed on computer only. The transcription time is as follows:- <u>For Stenographer Grade I –</u> 40 minutes (English) and 55 minutes (Hindi) <u>For Stenographer Grade II –</u> 50 minutes (English) and 65 Minutes (Hindi)

The Admit Cards for attending the Skill Test in Computer / Stenography for LDC/Stenographer (Grade-I & Grade-II) are being sent to the candidates by E-mail. Individual admit cards are also made available in the Sansthan's Website www.sanskrit.nic.in, and can be downloaded by the candidates. For any corrections in the admit card regarding Name, Father's Name, D.O.B., Photo, Category or Address etc., the candidates may send request in the Sansthan's Email admitcard.rsks.in@gmail.com on or before 21.10.2019 by 5.00 p.m.. After this period and time, no request for any correction will be entertained and the candidate will be held responsible for cancellation of candidature based on any such mistake.

General Instructions:-

1. While reporting for Skill Test, the candidates shall bring the following documents for verification:-
 - (i) Admit Card issued for Skill Test
 - (ii) Admit Card issued for Written Examination
 - (iii) Two recent passport size Photographs
 - (iv) Aadhar Card/Voter ID Card or any other valid ID
2. Qualified Candidates as per Sansthan's Notification dated 10.10.2019 are required to appear for the skill test at their own expense.
3. Do not carry mobile phones, calculator or any other prohibited electronic gadgets etc., bag including ladies' purse and valuable item(s) inside the test centre. These items are completely prohibited in the test centre.
4. The candidate should be in possession of valid admit card having photograph, signature and other details on it, failing which he/she shall not be allowed to appear in the Skill Test.
5. Candidate who is found to possess any book or portion thereof or any manuscript material, mobile phone/pager/calculator or any other unauthorized electronic gadgets etc. after commencement of the test inside the test centre whether in use or not will be deemed to have been using unfair means and would accordingly be liable to legal action as deemed fit, including debarment from future examinations for recruitment in Sansthan. Candidates are therefore, advised in their own interest not to bring any of the banned items as described above to the venue of test, as no arrangements are made at the test centre for their safe keeping.
6. Candidates must abide by the instructions given by Supervisor/Invigilator/Examiner. Failure to do so or if candidate found in attempting or attempted to use any unfair means shall be liable to such punishment as the Sansthan may decide to impose, beside cancellation of candidature.
7. Candidates should bring their own stationery like pen/pencil, eraser etc. for the skill test.
8. Candidates are advised to reach the test venue **at least half an hour before** the scheduled time for reporting.
9. The candidates would not be allowed to leave the test centre before the completion of whole process of skill test.
10. Parents and guardians are not allowed to enter the test centre venue.
11. Any changes in date & time, venue of skill test or further instructions /guidelines will be displayed on Sansthan's website. So, candidates are advised to visit Sansthan's website i.e. www.sanskrit.nic.in continuously.

REGISTRAR