



पंडित दीनदयाल उपाध्याय शेखावाटी विश्वविद्यालय
Pandit Deendayal Upadhyaya Shekhawati University

**LIST OF CANDIDATES BELONGING TO
PERSON WITH BENCHMARK DISABILITIES [BLINDNESS & LOW VISION]
SHORT-LISTED FOR SKILL TEST (COMPUTER TYPING TEST)
SCHEDULED TO BE HELD ON 6TH JUNE 2024 (THURSDAY)**

[Ref.: Advertisement No. 03/2024 dated 10th March 2024]

Dated: 4th June 2024

1. This is in continuation to the:
 - i. Advertisement No. 03/2024 dated 10th March 2024 vide which total 29 posts of Lower Division Clerk (LDC) were advertised by the University.
 - ii. Phase I: Written Examination [viz. Paper – I and Paper – II] conducted by the University on 26th May 2024 (Sunday) at three different Examination Centres in District – Sikar (Headquarter), Rajasthan.
 - iii. List of candidates [who have been short-listed for Skill Test (Computer Typing Test)] uploaded on the University Website; and
 - iv. Public Notice dated 3rd June 2024 reg. Minimum Cut-Off Marks (Category-wise) with respect to candidates short-listed for Skill Test (Computer Typing Test), uploaded on the University.
2. **In continuation to the above, and based on the total marks (in the order of Merit) scored by the candidates in Phase I: Written Examinations [viz. Paper – I and Paper – II], the following candidates belonging to PwBD Category [Blindness and Low Vision] have been short-listed for Skill Test (Computer Typing Test):**

Sl.	Registration Number of the PwBD Candidate
i.	RECRUITMENT24000658
ii.	RECRUITMENT24001532
iii.	RECRUITMENT24002637

3. **Important Note:**

It may please be noted that all such candidates [belonging to PwBD category (Blindness and Low Vision only)] who have secured higher marks than the last of the respective category candidate will also be entitled to be considered/included for the post reserved for PwBD Category [Blindness and Low Vision].

4. **Minimum Cut-Off Marks:**

The candidates belonging to PwBD Category (Blindness and Low Vision) who have scored **minimum 306 marks** (in the order of merit) in Phase I: Written Examination, have been short-listed for Skill Test (Computer Typing Test).

5. In continuation to the above, it is hereby notified for information of all concerned that the **Skill Test (Computer Typing Test) of all three candidates** as stated at **Para 2 on pre-page will be held** as per detail given below:

DATE : **6th June 2024 (Thursday)**

TIME : **12:15 PM onwards**

Important Note:

Reporting Time for Document Verification is 10:00 AM

VENUE/स्थान : **Administrative Building, University Campus
Pandit Deendayal Upadhyaya Shekhawati University
District-Sikar (Headquarter), Rajasthan**

6. **DOWNLOADING OF ADMIT CARD FOR SKILL TEST (COMPUTER TYPING TEST):**

The Short-listed candidates can download their **Admit Card** from the University Website w.e.f. **4th June 2024 (Tuesday)** itself.

7. **DOCUMENT VERIFICATION ON THE DAY OF SKILL TEST (COMPUTER TYPING TEST):**

Candidates are required to bring attested copies of the following certificates/ documents along with the originals thereof on the day of Skill Test (Computer Typing Test) failing which they may not be admitted to the test:

- i. Matric or equivalent certificate in support of date of birth.
- ii. Education Certificate in support of educational qualification.
- iii. BC/ST/EWS/MBC/PwBD/Other applicable (if any) latest and valid certificate in the prescribed format issued by the Competent Authority.
- iv. "No Objection Certificate" if you are already in service.

- v. A recent passport size photograph (to be pasted on the admission certificate).

8. **PATTERN/SCHEME OF THE COMPUTER TYPING TEST (Phase – II):**

The Computer Typing Test (Phase – II) will be conducted/organized by the University as per composition given below:

Particulars	Total Marks	Minimum Qualifying Marks	Total Duration
Hindi Typing	100	36	10 Minutes
English Typing	100	36	10 Minutes
TOTAL	200	72	

Note:

- a) **Minimum Qualifying Marks in Computer Typing Test (Phase – II):** In order to qualify in the Computer Typing Test (Phase – II), the candidate will have to secure **minimum 36 Marks** in each (i.e., both in Hindi and English separately) Computer Typing Test.
- b) Computer Typing Test will be conducted in two parts (viz. Hindi Typing and English Typing). Each part will be of duration 10 minutes. In first part, Hindi Typing Test and in second part English Typing Test will be taken. Between two parts (viz. Hindi Typing and English Typing), candidate will be given 5 minutes rest.
- c) **Font for Computer Typing Test:**
- i. **Font for Engling Typing Test** : Any Font
 - ii. **Font for Hindi Typing Test** : Kruti Dev 010 or Mangal

9. **GUIDELINES FOR EVALUATION OF TYPING TEST (ENGLISH/HINDI):**

A. Typing Test in English:

Marks in English Typing Test will be calculated on the basis of following:

Total Marks in English Typing Test	=	Total net typing speed obtained by candidate in Computer Typing Test (English) x 1.029
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Example: If a candidate has net typing speed of 40 words per minute (in English), then his total marks in Computer Typing Test (English) will be **41.16 (i.e., 40 x 1.029) out of 100.**

B. Typing Test in Hindi:

Marks in Hindi Typing Test will be calculated on the basis of following:

Total Marks in Hindi Typing Test	=	Total net typing speed obtained by candidate in Computer Typing Test (Hindi) x 1.2
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Example: If a candidate has net typing speed of 40 words per minute (in Hindi), then his total marks in Computer Typing Test (Hindi) will be **48 (i.e., 40 x 1.2) out of 100.**

C. NATURE OF MISTAKES:

- a) **Full Mistakes:** The following errors are treated as full mistakes:
- i. For every omission of a word/figure.
 - ii. For every substitution of a wrong word/figure, except transposition of words.
 - iii. For every addition of a word/figure not found in the passage.
 - iv. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seeplings; seplling; spelling; seepling; spelling etc.
 - v. For repetition of word/figure, e.g. 'I shall shall be grateful
 - vi. Incomplete words (half typed words will be treated as mistake).
- b) **Half Mistakes:** The following errors shall be treated as half mistakes:
- i. **Spacing Errors:** Where no space is provided between two

words, e.g. 'Ihope', or undesired space is provided between the words or letters of a word e.g. 'I have', 'I h ave' (space left between a word).

- ii. **Wrong Capitalisation:** Wrong typing of a capital letter for small letter or vice-versa. (This does not apply in respect of Hindi Typing scripts).
- iii. **Punctuation Errors:** Where the punctuation mark is omitted or added or substituted by another.
- iv. **Transposition Errors:** Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.
- v. **Paragraphic Errors:** Half mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e., paragraph given manual spaces; without pressing the Tab Key, will be treated half-mistake.

D. IMPORTANT INSTRUCTIONS:

- i. The candidates are expected to type the word/figure and numerical/year in the manner as given in the Question Paper (both in English & Hindi). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.
- ii. Candidates are required to use Tab Key for beginning of any Para, rather than giving spaces manually. Every Para, where the space given without pressing the Tab Key, will be treated as a half-mistake.
- iii. Candidates are Not required to repeat the passage, if he/she have completed the passage once and has time in his/her disposal. However, they are allowed to revise and correct their mistakes and inaccuracies, if any, during the prescribed time.
- iv. After every Punctuation mark, only One space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.
- v. Any irrelevant matter/numerical typed will be treated as a mistake.
- vi. Any incomplete word arising due to any reason will be treated as one full mistake.

10. INSTRUCTIONS TO THE CANDIDATES:

- i. The University shall provide the computer for the Typing Test.
- ii. Travelling and other expenses must be borne by the candidates themselves.

- iii. Candidates are required to report to the Supervisor half-an-hour before the commencement of the test, or at the reporting time indicated on their Admission Certificate (to be issued by the University separately).
- iv. 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.
- v. 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 concerned staff deputed for the purpose.
- vi. Candidate must return the Question Paper along with their scripts to the concerned staff deputed for the purpose. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall.
- vii. Every candidate will be supplied with a photo bearing Attendance Sheet with his/her Roll number. He/she will be required to sign it before the beginning of the Test.
- viii. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
- ix. 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.
- x. Silence must be observed in the Examination Hall.
- xi. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
- xii. 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.
- xiii. Any request for change in time/date/centre of the typing test will not be entertained by the University under any circumstances.
- xiv. Candidates must start typing from the beginning of the question paper and must complete the whole paper.

11. **INSTRUCTIONS FOR PwBD CANDIDATES REGARDING COMPUTER TYPING TEST:**

- i. The University shall follow the guidelines of GoI/DoPT/Ministry of Social Justice and Empowerment/State Government issued from time to time regarding conduct of examination/ test for Persons with Benchmark Disabilities (PwBD).
- ii. The University shall provide the computer for the Typing Test.

- iii. Visually Impaired (VI) candidates are eligible for scribe/passage dictator.
- iv. The Scribe/Passage dictator will be identified by the candidate at own cost and as per own choice.
- v. The Scribe/Passage dictator will read out the passage to Visually Impaired candidate only within the allotted time.
- vi. Passage will not be provided in Brail for the Visually Impaired candidates.
- vii. A person acting as a Scribe/Passage dictator for one candidate cannot be a Scribe/ Passage dictator for another candidate.
- viii. The Scribe/Passage dictator arranged by the candidate should not be the candidate for the same examination.
- ix. The candidate shall be responsible for any misconduct on the part of the Scribe/ Passage dictator brought by him/her during the examination/test.
- x. Persons with Disabilities candidates who claim to be permanently unfit to take the Typing test because of a physical disability [*not applicable for Visually Impaired and Hearing Impaired (Deaf and Hard of Hearing)*] with the prior approval of the Competent Authority (Pandit Deendayal Upadhyaya Shekhawati University, Sikar), may be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits in the attached format (**APPENDIX-I**) to the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar from the competent Medical Authority, i.e. *Chief Medical Officer/Civil Surgeon/Medical Superintendent* of a Government health care institution, declaring him/her to be permanently unfit for the typing test because of a physical disability failing which the exemption shall not be allowed.

Important Note:

- i. In Computer Typing Test (Phase – II), the candidates belonging to Persons with Disabilities candidates who claim to be permanently unfit to take the Typing test because of a physical disability [*not applicable for Visually Impaired and Hearing Impaired (Deaf and Hard of Hearing)*] shall be awarded average marks secured by them in Written Examination (Phase – I).
- ii. Persons with Disabilities candidates who claim to be permanently unfit to take the Typing test because of a physical disability [*not applicable for Visually Impaired and Hearing Impaired (Deaf and Hard of Hearing)*] with the prior approval of the Competent Authority (Pandit Deendayal Upadhyaya Shekhawati University, Sikar), and exempted from the requirement of appearing and qualifying at such test, **are also required to come to the Administrative Building, University Campus [Pandit Deendayal Upadhyaya Shekhawati University, District – Sikar, Rajasthan] on 6th June 2024 (Thursday) at 10:00 AM for Document**

Verification, failing which their candidature shall not be considered for further consideration.

- xi. Candidate as well as the scribe/Passage dictator will have to give a suitable undertaking, in the prescribed format 'Letter of Undertaking for Using Own Scribe/Passage dictator' as **APPENDIX-II**.
- xii. Candidates are advised to produce a certificate (wherever applicable) to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf as per attached format (**APPENDIX - III**) from Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution.
- xiii. In case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled.
- xiv. Guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.



[DR ARINDAM BASU]

Nodal Officer: Recruitment - 2024

Pandit Deendayal Upadhyaya Shekhawati University

District - Sikar, Rajasthan

Mobile No.: 9983357962

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**CONTROLLER OF EXAMINATIONS
PANDIT DEENDAYAL UPADHYAYA
SHEKHAWATI UNIVERSITY
SIKAR (RAJ.) 332024**

APPENDIX-I

Medical certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test

This is to certify that Mr/Ms/Mrs _____
son/daughter/wife of Shri _____, a resident of _____
_____(Village/ District/ State), is suffering from _____

Clinical diagnosis as a result of which he/she has the following disabilities. (Brief description of his/her disability).....

This is a permanent disability and the extent of his/her disability works out total _____% of disability. This disability is likely to interfere with Typewriting (Specify) _____

Signature

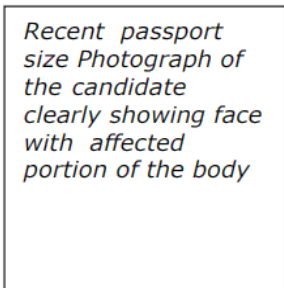
Chief Medical Officer/Civil Surgeon/Medical superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:



Signature of candidate:

Name of the candidate:

Application number:

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual Impairment-Ophthalmologist, Locomotors disability-Orthopedic specialist/PMR).

DECLARATION/UNDERTAKING BY PERSON WITH DISABILITIES (PWD)
CANDIDATES WHO WISH TO USE SCRIBE/PASSAGE DICTATOR
(Letter of Undertaking for Using Own Scribe/Passage Dictator)

I _____ a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Application No. _____ at _____ (centre name) in the _____ (City), _____ (name of State). My highest qualification is _____ and scribe's highest qualification is _____. We (Candidate & Scribe) together hereby declare that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant/passage dictator for the candidate for taking the aforesaid examination and also undertake that we (Candidate & Scribe) have read/been read out the instructions of '*Guidelines regarding Persons with Disabilities (PWD) using the services of a Scribe/Passage Dictator*' issued by Competent Authority, Pandit Deendayal Upadhyaya Shekhawati University (PDUSU) and hereby undertake to abide by them. It is also stated that the Scribe arranged by the candidates should not be a candidate for the same examination and also cannot be a Scribe for another candidate. We also understand that in case it is detected at any stage of recruitment and even after recruitment that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), or that scribe's qualification is not as declared, and I Shall forfeit my right to the post and claims relating thereto.

_____ Signature and Left Hand Thumb Impression of the Scribe/Passage Dictator	_____ Signature and Left Hand Thumb Impression of the Candidate
Correspondence Address	Application No.:..... Seat No..... Post Code & Post Name
ID Proof Type:* ID Number:	Date of Skill test..... Shift..... Skill Test Centre:.....
STD Code: Phone No..... Mobile No., if any	City: Correspondence address:
<div style="border: 1px solid black; padding: 5px; width: fit-content;"><p><i>Recent passport size Photograph of the Scribe/Passage dictator. To be signed by Scribe and candidate</i></p></div>	STD Code:..... Phone No..... Mobile No., if any

Signature of the Nodal Officer (Recruitment), PDUSU.

***Scribe/Passage dictator is required to carry his/her ID proof in original at the time of Examination/Skill Test.**

APPENDIX-III

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr./Ms./Mrs. _____
(name of the candidate with disability), a person with _____
(nature and percentage of disability as mentioned in the certificate of disability),
S/o D/o _____,
a resident of _____
_____(Village/District/State) and to state
that he/she has physical limitation which hampers his/her writing capabilities owing to
his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual Impairment-Ophthalmologist, Locomotors disability-Orthopedic specialist/PMR).