Date: 6th April, 2023

NOTICE

Guidelines for Computer Based Typing Speed Test for the post of Junior Assistant & Senior Assistant

The shortlisted candidates for Stage – 2 Examination for recruitment to the post of Junior Assistant, Pay Level 3 (7th CPC) against advertisement No. Advt No. Estt. /2022/Gr_C2/2008 dated October 17, 2022 and post of Senior Assistant, Pay Level-4 (7th CPC) against the Advertisement No. Estt./2022/Gr_C3/2009 dated 17.10.2022, are required to appear for Computer based Typing Speed Test as Specified in the Recruitment Rules.

The candidates are required to follow the following guidelines for the Computer based Typing Speed Test:

1. The candidature is provisional. If at any stage it is found that any applicant does not fulfill any of the eligible conditions, his / her candidature will be cancelled and no appeal against such cancellation will be entertained. The fact that he / she has been called for the test does not confer any right on him / her to be treated as eligible in all aspects for appointment or to be considered for the test. No TA / DA for attending the test will be provided.

2. Candidates are required to report at the Examination Center, one hour prior to the scheduled time of the Computer based Typing Speed Test.

3. The candidates are required to bring e-Admit card of Stage-2 examination at the time of typing test. No candidates shall be allowed to enter the institute without Hard copy of e-Admit Card supported by valid ID Proof.

4. It is to be noted that Mobile Phones, Smart Watch or any electronic gadgets will not be allowed inside the exam hall. The institute will not be responsible for keeping any mobile or any electronic gadgets or any associated loss of mobile / electronic gadgets. Mobile scanner will be used and if any applicant is found to have mobile / electronic gadgets inside examination hall, his/her test will be cancelled.

5. The Compute based Typing Speed Test is mandatory part of the Stage-2 Examination.

6. The Computer based typing speed test is a qualifying in nature.

7. The Computer based typing speed test will be conducted in English Only on the personal computer provided by the institute.

8. The candidates should have minimum typing speed of 35 w.p.m. (net) as specified in the Recruitment Rules.

9. The Speed will be adjudged on the accuracy of typing on the computer of given typing speed test paper / Test passage for 10 minutes. No rounding off will be permitted.

10. **Candidates who don't qualify the Computer based typing speed test will not be permitted for further stages of selection process, i.e. Document Verification and Stage-2 Written Test.**

11. In the event of any unforeseen technical issue with the computer or allied peripherals, the candidate will bring it to the notice of concerned Invigilator.

12. Candidates are required not to damage the equipment provided to them in the test center in any manner. Any candidate found making an erroneous act or damaging the equipment shall be debarred for the further selection process and his / her candidature will be cancelled.

13. Candidate should type their Roll Number for Stage-2 Examination, their name and email id on the Computer before commencement of the test. At the end of the typing test examination the candidates will be required to sign the print-out of the content of the passage written on the computer during the typing test and shouldn't leave the hall before submitting the signed copy of typing test report.

14. All candidates appearing in the said tests are advised to follow COVID appropriate behaviors and any other instruction issued by UT Govt. / Government of India. Candidates who are not observing the COVID appropriate behaviors shall not be allowed to appear in the Recruitment Written tests.

15. Mere appearance in the Computer based Typing Speed Test Examination doesn't entitle a candidate to be considered for selection unless candidates fulfills the eligibility conditions and produce all the required documents at the time of document verification. **THE CANDIDATES MUST FULLY SATISFY ABOUT THEIR CANDIDATURE FOR FULFILING THE ELIGIBILITY CRITERIA AS PER ADVERTISEMENT**. The Institute reserve the right to disqualify the candidate who is not fulfilling the eligibility criteria as per advertisement. At a later date, if a candidate is inadvertently allowed to appear at the examination without fulfilling the minimum eligibility criteria, the candidate can't use that as a right to claim his/her candidature for the recruitment.

16. The candidates are also advised to visit the Institute website **https://www.svnit.ac.in/** regularly for any further updates.

Schedule of conduct of Computer based typing speed test

Serial No.	Post	Computer based Typing Speed Test (Date / Time)	Venue
1	**Junior Assistant**	Date - 08-04-2023 (Saturday) Time - 9:30 A.M. to 1:30 P.M.	**Central Computer Centre** Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Surat - 395007, Gujarat
2	**Senior Assistant**	Date - 08-04-2023 (Saturday) Time - 2:30 P.M. to 5:30 P.M.	

Note: **Any application, even under the RTI Act, etc. with regard to the Written** Examination will not be entertained till completion of entire recruitment process.

S/d-
REGISTRAR