GURU NANAK DEV UNIVERSITY

INSTRUCTIONS/GUIDELINES FOR THEORY AND PRACTICAL TEST FOR THE POST OF CLERK-CUM-JUNIOR DATA ENTRY OPERATOR

1. As per Notification No. G.S.R. 72/Const./Art.309/Amd.(22)/2022 dated 28.10.2022 containing amendment issued by the Govt. of Punjab Personnel Deptt. titled as The Punjab Civil Services (General & Common Conditions of Service) (First amendment) Rules, 2022. **Qualifying test of Punjabi language equivalent to matriculation standard, in addition to competitive examination (Theory and Practical) shall be conducted. Qualifying in this exam would be mandatory. The qualifying marks would be 50% of the total marks. This is only qualifying examination as the marks secured in this examination will not be considered for preparation of final merit. Failure to secure a minimum of 50% marks in Punjabi language examination will disqualify the candidate for further test.** Instructions/Guidelines and Syllabus for Punjabi Language Test available at University website: www.gndu.ac.in.

2. Test will be held in three steps :
   Ist Step : Punjabi Language Test
   2nd Step : Theory Test
   3rd Step : Practical Test

3. Theory and Practical Test will be comprising 100 marks as under :-
   Theory   - 60 marks   (Duration : 60 minutes)
   Practical - 40 marks   (Duration : 40 minutes)

4. The theory paper (2ndStep) will consist of 60 objective type questions with multiple choice having 1 mark each. There shall be no negative marking. **Theory paper of those candidates who fail to qualify the Punjabi language test will not be evaluated.**

5. To qualify in Theory and Practical Test, candidate will have to secure at least 50% marks separately i.e. 30 marks out of 60 marks in Theory and 20 marks out of 40 marks in Practical Test. However, the merit will be prepared out of 100 marks including both Theory and Practical Tests. Only those candidates who qualify in the Theory test will be called for the Practical Test.

6. In order to qualify in Practical Test consisting of four sections of 10 marks each, candidates will have to secure atleast 50% marks in each section separately.

7. The theory paper will be set out of the syllabus prescribed for Post Graduate Diploma in Computer Applications (PGDCA) of Guru Nanak Dev University.

8. The Practical test consisting of the following sections will be conducted by a Board of Examiners:
   (i) English typing - Duration 10 minutes - **10 marks**
   (ii) Punjabi typing - Duration 10 minutes - **10 marks**
   (iii) MS Word Soft Skills - Duration 10 minutes - **10 marks.**
   (iv) MS Excel Soft Skills - Duration 10 minutes - **10 marks.**
   Typing paragraphs (for (i) and (ii) above) will consist of 200 words each.
   MS-Word Soft Skills (for (iii) above) will consist of test of basic operations like formatting, printing etc.
   MS-Excel Soft Skills (for (iv) above) will consist of basic spreadsheet operations including functions/formulas etc.

9. **The typing test will be conducted on the customized software and the evaluation will be computerized. The font for the Punjabi typing test is Raavi only.**

10. Use of Personal Keyboard for typing test will not be allowed.

11. Customized software for typing test will automatically pick a test randomly from the set of tests.

12. Customized software for typing test will automatically stop immediately after the given time for test i.e. 10 min.

13. The marks of practical will be computed by deducting one mark for every **four** mistakes **(i.e. 0.25 marks for each mistake)**.

14. Each untyped matter of the given paragraph and every unfinished function in MS-Word/Excel will be counted as mistake.

15. Eligibility of the candidates will be checked after the final result of the Test at the time of verification of documents(In Original). Verification of the Certificates of examinations passed by the candidate and other documents submitted along with the hard copy of application form will be done only of the candidates who qualify in the final test before the selection for the post. Eligibility will be subject to fulfilment of the qualifications as prescribed in the advertisement and equivalency of the certificates of the qualifying examinations passed by the Candidate, failing which the candidature of the candidates will stand cancelled and the candidate(s) will have no claim whatsoever against the University.

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