

F. No. 11-4/2019-20-E.III/R-II.  
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
SRI AUROBINDO MARG, NEW DELHI-110016  
(R-II Section)

Dated: 07<sup>th</sup> February, 2024

**Notice**


In continuation to the earlier notification dated 06.02.2024 declaring the shortlisted candidates for Computer Typing Test and Documents Verification for the post of Lower Division Clerk, all the concerned candidates are hereby informed about the schedule date, time, venue etc. and Instructions/Guidelines to the Candidates appearing for Typewriting Test (On Computer) as per enclosure at -Annexure-I. However, candidates are requested to keep visiting [www.ncert.nic.in](http://www.ncert.nic.in) regularly for any further updates.

This issues with the approval of the Competent Authority.

Sd/-  
Under Secretary  
Non-Academic, (R-II Section)

Copy to:-

1. Joint Director, CIET, NCERT — with a request to kindly instruct for uploading on the website.
2. Head, DICT, CIET, NCERT
3. Prof. Dinesh Kumar, Controller of Examination
4. PS to Director, NCERT
5. PS to Joint Director, NCERT
6. PS to Secretary, NCERT
7. Deputy Secretary (Services), NCERT.
8. SSA, I/c CRC, NCERT for information and necessary action.
9. VSO, NCERT

  
Under Secretary  
Non-Academic, (R-II Section)

**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING, NEW DELHI****Instructions/Guidelines to the Candidates appearing for Typewriting Test (On Computer).**

1. The arrangements for computer typing skill test will be made by NCERT, New Delhi.
2. The typing test will be conducted as per the following order:

**(i) Date: 17<sup>th</sup> February, 2024 (Saturday)**

<u>Computer Typing Test</u>	<u>Document Verification</u>
From 10:00 am – To 11:00am-90 candidates (Sl. No. 01 to Sl. No. 90)	11.00 am to 12.00 noon
From 11.10 am – To 12.10 noon-90 candidates (Sl. No. 91 to Sl. No. 180)	12.10 pm to 01.00 pm
From 02:30pm – To 03.30 pm-70 candidates (Sl. No. 181 to sl. No. 250)	03.30 pm to 04.30 pm

**(ii) Date: 18<sup>th</sup> February, 2024 (Sunday)**

<u>Computer Typing Test</u>	<u>Document Verification</u>
From 10:00 am – To 11.00am-90 candidates (Sl. No. 251 to Sl. No. 340)	11.00 am to 12.00 noon
From 11.10 am – To 12.10 noon-90 candidates (Sl. No. 341 to Sl. No. 430)	12.10 pm to 01.00 pm
From 02:30pm – To 03.30 pm-75 candidates (Sl. No. 431 to sl. No. 505)	03.30 pm to 04.30 pm

2. The skill test in typewriting is a qualifying test only. The candidates will be allowed to appear in the Computer Typing Test only in one language i.e. either in Hindi or English language. The test will be of English Typing @ 35 w.p.m. OR Hindi Typing @ 30w.p.m. (Time Allowed – 10 minutes) (35 w.p.m. and 30w.p.m. corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word) required to qualify the skill test.

3. Candidates are required to report at the Centre [CIET, NCERT, Sri Aurobindo Marg, New Delhi-16], well in advance, atleast half-an-hour before the commencement of the test as indicated above.

4. After completion of the Typing Test, all the candidates are mandatorily required to submit one set of self-attested copies of the following certificates/documents and to produce all the originals documents thereof before the Document Verification Committee at NCERT as per the timing mentioned above.

- (i) Matric or equivalent certificate in support of date of birth.
- (ii) Educational Certificate in support of educational qualification as per essential qualification mentioned in the advertisement.
- (iii) Valid SC/ST/ExSM/OBC/PwBD/EWS certificate in the prescribed format issued by the competent authority.
- (iv) "No Objection" certificate if you are already in service.
- (v) 03 nos. of recent passport size photograph alongwith 01 recent postcard size colour photo.
- (vi) Copy of the Admit Card issued at the time of CBT.

5. No TA/DA etc. shall be paid by NCERT for attending the Computer Typing Test and Document Verification.

6. Candidates should not tear any sheet given to them. When the printout of the passage typed by him is given to him he must write his roll no. and name on each page, sign and handover to the invigilator.

7. 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.

8. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.

9. 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.

10. Silence must be observed in the Examination Hall.

11. Candidates must abide by further instructions, if any, which may be given to them by the Controller of Examination/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 deemed fit.

**12. Any request for change in time/date/centre/medium of the typewriting test will not be entertained by NCERT under any circumstances.**

13. The VH candidates will have to bring their own Passage Dictators for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.

14. A candidate who submits a Medical Certificate from the Medical Board attached to RC for PH persons or from the Medical Board attached to Special Employment Exchange for PH persons his/her claim for exemption from Typewriting Test would be accepted. However, a candidate who submits Medical Certificate from Civil/Orthopedic Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance.