

**NOTICE****(CONDUCT OF SKILL TEST)**

Reference is invited to Advt. No.AUD/01/HR/2021 dated 11.04.2021 and No.AUD/02/ HR/2022 dated 29.01.2022 for the post of Junior System Administrator (IT) and Junior Assistant / Junior Assistant cum Caretaker.

Schedule of Skill Tests are as under:

| Name of the Post | Date & Day of Skill Test | Place of Skill Test | Reporting Time & Venue of Skill Test |
|---|--------------------------|---------------------|--------------------------------------|
| Junior System Administrator (IT) | 25.02.2024 / Sunday | Delhi | As per Admit Card |
| Junior Assistant / Junior Assistant cum Caretaker | 25.02.2024 / Sunday | | |

The details of the skill test are as follows:

(i) Junior System Administrator (IT):

Skill Test: Qualifying in nature: (Minimum 40% of maximum marks)
(Maximum Marks: 50, Time: 01:00 Hour)

(ii) Junior Assistant / Junior Assistant cum Caretaker:

Skill Test: Qualifying in nature

- Typing Test:** qualifying speed shall be at-least 35 words per minute in English or 30 words per minute in Hindi which will be tested on Computer (PC). (The candidates shall be assessed with the typing test of 10 minutes' duration)
- Computer Operations** such as MS Office, Internet, Mail Merge, etc. (Qualifying Marks - Minimum 40% of maximum marks). (Maximum Marks: 50, Time: 50 Minutes)

Instructions / Directions to the Candidate:

- Please report to the Test Venue at least one hour before commencement of the test for identity verification.
- Please carry transparent blue / black ball point pens only.
- Any Mobile phones, tablets, smart watches and other electronic / communication devices are not allowed inside the test hall.
- If, any candidate found to adopt unfair means or indulge in malpractice shall be disqualified besides taking punitive action as per the law.
- Admit Cards shall be sent through e-mail to the registered e-mail of the candidates'. Those candidates who don't receive the Admit Card by 21.02.2024, may collect the Admit Card from HR Division, Room No. 57/C, Dr. B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi – 110006 on 22.02.2024.
- The Candidates are to follow the instructions mentioned in the Admit Card.

Deputy Registrar (HR)