

SPECIMEN CALL LETTER FOR THE POST OF LDC

Dear Candidate,

It is informed to you that after written test which was held on 15-02-2020, you have been shortlisted for the computer based typewriting speed/skill test. Written test was the 1st stage of selection process. Now you are being called for the next stage (skill test) the skill test will be held on **09-11-2020**.

The selection will be made on the basis of marks obtained in written test and computer based typing speed/skill test. The written test was of 130 marks and typewriting skill test will be of 20 marks merit will be prepared out of 150 marks. The schedule of skill test is as under:-

Typing Skill Test (only for Shortlisted Candidates)	
Date	09-11-2020 (Monday)
Reporting Time	09:00 AM
Venue	Dr. Ambedkar Institute of Hotel Management, Chandigarh

In computer based typewriting speed/skill test, those who achieve the speed of 40 wpm based on accuracy shall only be considered for final selection based on merit.

Candidates shortlisted for typewriting speed/skill test will have to produce all original certificates like 10th, 12th and other related certificates for verification before commencement of the test, failing which such candidate will not be allowed for the typewriting speed/skill test.

The candidate who have applied for the above post under OBC category are required to produce latest OBC certificate as per Central Government proforma available on Institute website stating non-creamy layer status at time of computer based typing speed/skill test. Similarly SC/ST/PH candidate are required to bring caste/PH certificate in original at the time of computer based typing speed/skill test.

The appointing authority may exercise the discretion not to select anybody if not satisfied with the performance in skill test.

The candidates must note the following before appearing in the skill test:

- Must fulfill prescribed essential qualification and age as per advertisement.
- Candidate must show original Hall ticket and Call letter, failing which such candidate will not be allowed for the typewriting speed/skill test.
- Candidates are not allowed to bring electronic gadgets including mobile phone in the test center.
- No TA/DA will be given for attending the skill test.
- Must carry Identity proof i.e. Aadhar Card/Driving License/Pan Card.

Principal

SPECIMEN CALL LETTER FOR THE POST OF STENOGRAPHER

Dear candidate,

It is informed to you that after written test which was held on 15-02-2020, you have been shortlisted for the Shorthand/Ty whole speed test. Written test was the 1st stage of selection process. Now you are being called for the next stage (skill test) the skill test will be held on **06-11-2020**.

The selection will be made on the basis of marks obtained in written test and Shorthand/Ty whole speed test. The written test was of 100 marks and Shorthand/Ty whole speed test will be of 100 marks merit will be prepared out of 200 marks. The schedule of skill test is as under:-

Shorthand & Typing Speed Test (only for shortlisted candidates)	
Date	06-11-2020 (Friday)
Reporting Time	09:00 AM
Venue	Dr. Ambedkar Institute of Hotel Management, Sector 42-D, Chandigarh

The Shorthand Dictation in English will be @ 80 wpm for 5 minutes (400 Words) which will have to be translated in maximum 30 minutes by using computer provided by the institute. Thereafter computer based typewriting speed test will also be held. Candidates those who achieve the speed of 40 wpm shall only be considered for final selection based on merit. Total marks for the skill test will be 100 marks (80 marks for shorthand speed and 20 marks typewriting speed test). In shorthand speed test translation, for each mistaken word or omitted word, 0.20 marks will be deducted. In case of computer based typewriting speed test of 40 wpm, marks will be given to the candidates who have successfully achieved the desired speed based on accuracy.

Candidates shortlisted for typewriting speed/skill test will have to produce all original certificates like 10th, 12th, Graduation and other related certificates for verification before commencement of the test, failing which such candidate will not be allowed for the typewriting speed/skill test.

The candidate who have applied for the above post under OBC category are required to produce latest OBC certificate as per Central Government proforma available on Institute website stating non-creamy layer status at time of computer based typing speed/skill test. Similarly SC/ST/PH candidate are required to bring caste/PH certificate in original at the time of computer based typing speed/skill test.

The appointing authority may exercise the discretion not to select anybody if not satisfied with the performance in skill test.

The candidates must note the following before appearing in the skill test:

- Must fulfill prescribed essential qualification and age as per advertisement.
- Candidate must show original Hall ticket and Call letter, failing which such candidate will not be allowed for the typewriting speed/skill test.
- Candidates are not allowed to bring electronic gadgets including mobile phone in the test center.
- No TA/DA will be given for attending the skill test.
- Must Carry Identity proof i.e. Aadhar Card/Driving License/Pan Card.

Principal