

**NORTH EASTERN INDIRA GANDHI REGIONAL
INSTITUTE OF HEALTH AND MEDICAL SCIENCES
MAWDIANGDIANG, SHILLONG**



MANAGEMENT MANUAL *Of*
Speed test/ Skill Test FOR RECRUITMENT TO THE POSTS OF
Record Clerk

Examination Cell, NEIGRIHMS, Shillong

1. PREAMBLE

NEIGRIHMS will conduct “Speed Test/Skill Tests” for eligible applicants for recruitment to fill up – 6 (Six) Posts (5-UR, 1-ST) of Record Clerk as per the Institute’s advertisement NEIGR-GAD (RC)/35/2013/Pt. Dt. 22nd November, 2016. Candidates may visit the website www.neigrihms.gov.in for their eligibility status.

2. BACKGROUND

2.1. Advertisement References:

NEIGR-GAD (RC)/35/2013/Pt. Dt. 22nd November, 2016

2.2. Minimum Qualification required as advertised:

12th Class pass or equivalent qualification from a recognized Board or University.

THE SKILL TEST: should possess the speed of not less than 35 words per minute in English or 30 words per minute in Hindi on Computer. (35 words per minute and 30 words per minute correspond to 10500 KDPH or 9000 KDPH on an average of 5 key Depression for each word).

2.3. The schedule:

- (i) **Date of Test:** 20th December 2018 (Thursday)
- (ii) **Venue:** Central Library, NEIGRIHMS.
- (iii) **Admit cards:** have already been dispatched to the eligible candidates by post and Roll Numbers have been indicated in the cards.
- (iv) **Duplicate Admit Card:** Candidates can collect duplicate admit card from GAD section of the Institute, Director’s Block on 18th & 19th Dec 2018 during Office hours in case of no-receipt of admit cards.

2.5 Salient features of NEIGRIHMS Record Clerk Speed Test /Skill Test

- The **Data Entry Speed (DEST)** Skill Test would be of qualifying nature.
- Data Entry Speed of **35 words per minute in English or 30 words per minute in Hindi** required on Computer.
- For the post of Record Clerk, the ‘**Speed of 35 words per minute in English or 30 words per minute in Hindi required on Computer**’ will be adjudged on the basis of the **correct entry of words/key depressions** as per the given passage.
- Printed matter in **English** containing about 2000-2200 strokes/key-depressions would be given to each candidate for entering in the Computer.
- Duration of the skill Test will be **10 (TEN) minutes**.
- Visually handicapped (VH) candidates (with 40% disability and above) will be allowed **35 minutes** for the skill test.
- It will be administered on the Computer, to be provided by the Institute or any agency authorized by the Institute.
- **None of the candidates** including PH candidates will be exempted from the Skill Test as passing of the skill test is a precondition and one of the **essential qualifications** for appointment to the post of Record Clerk.
- The skill test will be held at **Central Library, NEIGRIHMS, Mawdiangdiang, Shillong** on 20th December 2018 (Thursday) from 11-00 am (first session) and 12-00 noon (second session)

2.6 Procedure for evaluation of Record Clerk answer Scripts:

There are two types of mistakes:

- (i) Full Mistakes
- (ii) Half Mistakes.

2.7 The following errors are treated as full mistakes:

- For every omission of word/ figure.
- Every substitution of a wrong word /figure.
- Every addition of a word / figure not found in the passage.

2.8 The following errors are treated as half mistakes:

(i) **Spacing Errors:** Where no space is provided between two words, e.g. 'Ihope' or undesired space is provided between the words or letters of a word e.g. 'I h ave' i.e. I hxxve

(ii) For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters, e.g. the word 'spelling' typed as 'seeplings' etc.

(iii) **Wrong Capitalisation:** Wrong use of capital letter for small letter and vice-versa. (This does not apply to Hindi typewriting scripts).

- Any corrections made by pen or pencil are ignored and no credit is given to such corrections.

3. PERSONNEL INVOLVED IN EXAMINATION CONDUCT

i. The Hierarchy for conduct of Skill Test:

The Examination Cell will conduct the said skill test within the framework of the examination body as structured below:

- (i) Chief Examination Controller: Dean, NEIGRIHMS
- (ii) Examination Controller: Controller, Examinations, NEIGRIHMS
- (iii) Dy. Examination Controller: Sub-Dean (Exams)
- (iv) Invigilators: To be nominated/appointed by the competent authority as estimated and proposed by the Controller of Examinations.

ii. Duties and Responsibilities:

- (a) Chief Controller: Chief Controller will be the Primary owner and overall In-charge and the responsible person of the entire process of Skill Test
- (b) Controller: Controller will be the overall In-charge of the pre-exam, exam and post exam activity and responsible person for smooth conduct of the entire process of Skill Test.
- (c) Invigilators: He/she will perform the duties of Invigilator as per the existing Rules and Regulations for Competitive Examinations of NEIGRIHMS.

iii. Other Personnel:

Officers and Staff of the Examination Cell will be actively involved to facilitate the entire process of examination other related activities.

iv. Remuneration:

Remuneration to the personnel involved in the examination as above will be paid by the Institute in the line of the payment made in the Entrance Examinations of the Institute as per the existing approved rates of Examinations.

4. MISCELLANEOUS

- 4.1 No TA or DA will be paid to the candidates by the Institute for coming to appear in the examination.
- 4.2 Candidates who are unable to appear on the scheduled date of examination for any reason, the examination shall not be held again for them by NEIGRIHMS under any circumstances.
- 4.3 Decision of the **Director, NEIGRIHMS** will be final in case of any dispute.
- 4.4 All disputes pertaining to the conduct of the Examination and impersonation, if any, detected shall fall within the jurisdiction of Shillong only. The Director, NEIGRIHMS shall be the person in whose name all the legal proceedings may be addressed.
- 4.5 The disputes, if any with regard to the Examination will subject to the legal Jurisdiction at Meghalaya High Court, Shillong.

IMPORTANT

1. This manual is being issued/published with due approval of Competent authority of the Institute. NEIGRIHMS reserves the right to make changes in the information provided in this Manual based on directives from competent authority. This book cannot be quoted for any sanction.
2. Notwithstanding the information given in this manual, NEIGRIHMS has the ultimate right to decide on any issue as per its Rules and Regulations.
3. Up-to-date information including changes in the datelines will be updated in the Institute website www.neigrihms.gov.in time to time.

Instructions to the Candidates for Record Clerk

1. The Institute will provide the Computer for the test.
2. No candidate will be allowed to bring his own key board.
3. It will consist of one paper on running matter in the following manner: **Data Entry Speed of 35 words per minute in English or 30 words per minute in Hindi required on Computer. (Time Allowed – 10 minutes)**
4. Candidates are required to report to the Centre half-an-hour before the commencement of the test, or at the reporting time indicated on their Admission Certificate.
5. Candidates are required to bring only the Call Letter and the admit card sent to to the candidates by speed post. Self attested 2 (two) Passport size Photographs of the candidate shall be pasted in the spaces provided in the Admit card both parts. The Attestation shall be made in such a manner that the half of the attestation signature should be on the photograph and other part in the Admit card.
6. Travelling and other expenses must be borne by the candidates themselves.

7. The candidates will be required to take their seat ten minutes before commencement of the Test.
8. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.
9. Candidates should type their particulars (Roll No., etc.) on the top of the page/ Answer Sheet provided them in the Test Centre.
10. After the Speed test is over and 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 hand over to the invigilator.
11. Candidates should not tear any sheet given to them.
12. Candidate must return the Passage Paper along with their scripts to the Invigilator.
13. They should not take either the Passage Paper or script or any blank typing paper out of the Examination Hall.
14. Every candidate will be supplied with a attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb impression before the beginning of the Test.
15. Candidates shall not be permitted to leave the Examination Hall until the Test time is over.
16. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for.
17. They must not type, write or erase after the expiry of the allotted time.
18. Silence must be observed in the Examination Hall.
19. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
20. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator/ Supervisor.
21. 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 the Institute may deem fit.
22. Any request for change in time/date/centre of the Data Entry test will not be entertained by the Institute under any circumstances.
23. Candidates must start typing from the beginning of the question paper and must complete the whole passage.
24. Skill Test in Data Entry (DEST) with speed of 35 words per minute in English or 30 words per minute in Hindi on Computer. (35 words per minute and 30 words per minute correspond to 10500 KDPH or 9000 KDPH on an average of 5 key Depression for each word) for the post of Record Clerk is prescribed and will be administered in M.S. Office 2007 only. Candidates are advised to familiarize themselves with MS Office 2007.
