

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



MANAGEMENT MANUAL

Of

SKILL TEST FOR RECRUITMENT TO THE POSTS OF

**Lower Division Clerk
Hindi Typist**

Examination Cell, NEIGRIHMS, Shillong

1. PREAMBLE

NEIGRIHMS will conduct “Speed Test/Skill Tests” for eligible applicants for recruitment to fill up – 2 (Two) Posts (2-UR) of Lower Division Clerk and 1 (One) Post (1 –UR) of Hindi Typist as per the Institute`s advertisement NEIGR-GAD(RC)/35/2013/Pt-I: Dated 03rd December, 2021 and NEIGR - E.III/15/2014/Pt. IV, Dated. 15/11/2021

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-I: Dated 03rd December, 2021

NEIGR - E.III/15/2014/Pt. IV, Dated. 15/11/2021

2.2. Minimum Qualification required as advertised:

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

THE SKILL TEST:

- **For Lower Division Clerk** – Should possess the net speed of not less than 35 words per minute in English on Computer. (35 words per minute correspond to 10500 KDPH on an average of 5 key Depression for each word).
- **For Hindi Typist** – Should possess the net speed of not less than 30 words per minute in Hindi on Computer. (30 words per minute correspond to 9000 KDPH on an average of 5 key Depression for each word).

2.3. The schedule:

- (i) **Date of Test: 15th April, 2023 (Saturday), 10:00 AM Onwards**
- (ii) **Venue: Ramakrishna Mission Vivekananda Cultural Centre, Quinton Road, Police Bazaar, Shillong - 793001**

2.4. Salient features of NEIGRIHMS Lower Division Clerk Speed Test

- The Skill Test would be of qualifying nature.
- For the post of Lower Division Clerk, the ‘**Net Speed of 35 words per minute in English required on Computer**’ will be adjudged on the basis of the **correct entry of words/key depressions** as per the given passage.
- Duration of the skill Test will be **10 (TEN) minutes**.
- The test will be administered on the Computer, to be provided by the Institute or any agency authorized by the Institute.
- **None of the eligible 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 Lower Division Clerk.
- The skill test will be held at **Ramakrishna Mission Vivekananda Cultural Centre, Quinton Road, Police Bazaar, Shillong – 793001 on the 15th April, 2023 (Saturday) from 10-00 am onwards.**

2.5. Salient features of NEIGRIHMS Hindi Typist Speed Test

- The Skill Test would be of qualifying nature.
- For the post of Hindi Typist, the ‘**Net Speed of 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.
- Duration of the skill Test will be **10 (TEN) minutes**.
- The test will be administered on the Computer, to be provided by the Institute or any agency authorized by the Institute.
- **None of the eligible 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 Hindi Typist.
- The skill test will be held at **Ramakrishna Mission Vivekananda Cultural Centre, Quinton Road, Police Bazaar, Shillong – 793001 on the 15th April, 2023 (Saturday) from 10-00 am onwards**

3. PERSONNEL INVOLVED IN EXAMINATION CONDUCT

a. The Hierarchy for conduct of Examination:

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

- | | | | |
|-------|------------------------------|---|--|
| (i) | Chief Examination Controller | : | Dean, NEIGRIHMS |
| (ii) | Examination Controller | : | Controller of Examinations,
NEIGRIHMS |
| (iii) | Co-ordinator | : | Sub – Dean (Examinations) |
| (iv) | Examination Cell Staff. | | |

b. 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 examination
- (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 examination.
- (c) Coordinator: Sub-Dean (Examinations) to ensure smooth conduct of the examination.
- (d) Examination Cell Staff.

c. Other Personnel:

Officers and Staff of the Institute whose order which will be issued by the Competent Authority will be actively involved to facilitate the entire process of the examination and other related activities.

d. 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 the skill test for any reason, the skill test 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 Lower Division Clerk

1. The Institute or the agency will provide the Computer for the test.
2. No candidate will be allowed to bring his own key board.
3. **Net Speed of 35 words per minute in English 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.
5. Candidates are required to bring the written examination admit card held on 12th February, 2023.
6. The candidates will be required to take their seat ten minutes before commencement of the Skill Test.
7. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator present in the room.
8. Candidates should type their particulars (Roll No., etc.) on the computer provided
9. 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.
10. Candidates should not tear any sheet given to them.
11. They should not take either the script or any blank typing paper out of the Examination Hall.
12. Every candidate will be supplied with a attendance Sheet with his/her Roll number. He/she will be required to sign it before the beginning of the Test.
13. Candidates shall not be permitted to leave the Examination Hall until the Test time is over.
14. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for.
15. They must not type, write or erase after the expiry of the allotted time.
16. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator/ Supervisor.
17. 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.
18. Any request for change in time/date/centre of the Skill test will not be entertained by the Institute under any circumstances.
19. Candidates must start typing from the beginning of and complete the whole passage.
20. Skill Test with net speed of 35 words per minute in English on Computer. (35 words per minute correspond to 10500 KDPH on an average of 5 key Depression for each word) for the post of Lower Division Clerk is prescribed and will be administered in Typing Master only.

Instructions to the Candidates for Hindi Typist

1. The Institute or the agency will provide the Computer for the test.
2. No candidate will be allowed to bring his own key board.
3. **Net Speed of 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.
5. Candidates are required to bring the written examination admit card held on 14th February, 2023.
6. The candidates will be required to take their seat ten minutes before commencement of the Skill Test.
7. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator present in the room.
8. Candidates should type their particulars (Roll No., etc.) on the computer provided
9. 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.
10. Candidates should not tear any sheet given to them.
11. They should not take either the script or any blank typing paper out of the Examination Hall.
12. Every candidate will be supplied with a attendance Sheet with his/her Roll number. He/she will be required to sign it before the beginning of the Test.
13. Candidates shall not be permitted to leave the Examination Hall until the Test time is over.
14. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for.
15. They must not type, write or erase after the expiry of the allotted time.
16. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator/ Supervisor.
17. 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.
18. Any request for change in time/date/centre of the Skill test will not be entertained by the Institute under any circumstances.
19. Candidates must start typing from the beginning and complete the whole passage.
20. Skill Test with net speed of 30 words per minute in Hindi on Computer. (30 words per minute correspond to 9000 KDPH on an average of 5 key Depression for each word) for the post of Hindi Typist is prescribed and will be administered in Typing Master only.
