



GURUGRAM UNIVERSITY, GURUGRAM

(A State Govt. University established under Haryana Act 17 of 2017)

Sector-51, Gurugram (Haryana)-122003 Ph: 0124-2788001-05, Fax: 0124-2788010

web: www.gurugramuniversity.ac.in e-mail: registrar@gurugramuniversity.ac.in

Ref: Rectt-10/22/97

Date: Jan 30, 2023

Sub: Notice for Typing Test for the posts of Clerk vide Advt. No. 10 of 2022

Dear Applicant,

With reference to your application for the posts of "**Clerk**" against Advt. No 10 of 2022, you are advised to report for Computer typing (English) test in the University, along with valid proof of Identity bearing your clear photograph, on Feb 11 to Feb 12, 2023, as per schedule attached herewith at Annexure-1. As mentioned in the advt., this test is mandatory to be qualified separately. Only such applicants who qualify typing shall be eligible to appear in the written test, which will be conducted later.

2. The duration of the typing test will be of 20 minutes to type a passage of more than 600 words in English, using standard computer keyboard with a minimum speed of 30 words per minutes. The Passage/Text for typing (containing English words/alpha-numeric/special character etc) shall be simultaneously displayed on the Computer Monitor only (no hard copy).(NOTE: Correct words typed with applicable penalties for every missing/wrong/left word shall be scored). The minimum speed of 30 wpm will be qualifying with weight age of 0 (zero) marks. Thereafter, one mark shall be given for each completed wpm subject to a maximum of 20 marks corresponding to the speed of 50 wpm.

3. Further, it is clarified that all the applicants are being allowed to appear without declaring them eligible. The applicants must satisfy themselves about their eligibility, before appearing in the test. The eligibility as per criteria advertised is subjected to fulfilling the requisite conditions and will be established only for such applicants who qualify the typing as well as written test. Merely qualifying these tests will not make anyone entitle to be considered for final merit list. Please note that no TA/DA would be admissible for appearing in this test.

4. The applicants may download their Admit Card from the University website i.e. www.gurugramuniversity.ac.in using respective login credentials (which were used to fill the application form) w.e.f Feb 07, 2023. In case of any difficulty, the applicant may approach at the reception of the University on Feb 09, 2023, up to 3:00 pm for provisional Admit Card. No applicant will be entertained thereafter.

- All respective Applicants via e-mail
- Programmer: to upload the same on the website
- PA to VC: for information

Sd/-
Dy. Registrar (Estb)
for REGISTRAR



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Annexure-1: Schedule of Computer Typing Test

Applicant ID	Date	Reporting Time	Venue
GU-11047 to GU-11168	Feb 11, 2023	9:00 am	Computer Lab at Basement in Administrative Block
GU-11169 to GU-11255	Feb 11, 2023	11:30 am	
GU-11256 to GU-11404	Feb 11, 2023	2:00 pm	
GU-11405 to GU-11533	Feb 11, 2023	3:30 pm	
GU-11534 to GU-11648	Feb 11, 2023	9:00 am	Computer Lab at 3 rd Floor in Administrative Block
GU-11650 to GU-11786	Feb 11, 2023	11:30 am	
GU-11787 to GU-11895	Feb 11, 2023	2:00 pm	
GU-11896 to GU-12034	Feb 11, 2023	3:30 pm	
GU-12038 to GU-12144	Feb 12, 2023	9:00 am	Computer Lab at Basement in Administrative Block
GU-12146 to GU-12251	Feb 12, 2023	11:30 am	
GU-12255 to GU-12364	Feb 12, 2023	2:00 pm	
GU-12367 to GU-12479	Feb 12, 2023	3:30 pm	
GU-11481 to GU-12579	Feb 12, 2023	9:00 am	Computer Lab at 3 rd Floor in Administrative Block
GU-12586 to GU-12686	Feb 12, 2023	11:30 am	
GU-12690 to GU-12798	Feb 12, 2023	2:00 pm	
GU-12802 to GU-12880	Feb 12, 2023	3:30 pm	