



GENERAL INSTRUCTIONS TO CANDIDATES

1. Schedule of Exam for Skill Test for the post of LDC (Post code – 156/14) in MAIDS, Clerical Assistant (Post code – 153/14) in NDMC and Medical Record Clerk (Post code -49/12) in MCD are given in the Admit Card of the Candidate. The candidate must report at the centre as per reporting time given in Admit Card. No entry will be allowed after reporting time under any circumstances.
2. Candidate should bring his/her e-Admit Card along with a valid I.D. proof (in original).
3. The candidates will be provided a computer for the test.
4. The candidate can give his option of medium for Skill Test(Typing) on the day of the Test i.e. English or Hindi (wherever applicable) in accordance with the provisions of RRs of the Post His/Her candidature for further selection for the post concerned shall be based on this choice, in accordance with the RRs of the post concerned.
5. The Hindi font for Skill Test (Typing) is Kruti Dev and accordingly compatible normal English key board will be provided.
6. The candidates shall not be allowed to take any article such as books, notes, lose sheets, any stationery items, mobile phone or any other electronic device inside the Test Venue.
7. The typing speed for the post codes in question is given as under:-

S. No.	Name of Post	Post code	Medium	Typing Speed required
1	LDC	156/14	English	35 W.P.M.
			Hindi	30 W.P.M.
2	Clerical Assistant	153/14	English	35 W.P.M.
			Hindi	30 W.P.M.
3	Medical Record Clerk	49/12	English	30 W.P.M.

8. Travelling and other expenses shall be borne by the candidates themselves. The Board does not make any arrangements for the lodging and boarding of the candidates.
9. Candidates should write their particulars such as Name, Roll No., Post Code or post codes (if applied for more than one post code), Test date & Medium (Hindi or English as the case may be) and should put their signature at the space provided on the typing sheet. Candidate should put his/her left hand thumb

impression on the space provided in the Admit Card and Attendance Sheet in the presence of the invigilator. Thereafter, the invigilator will sign on the Admit Card (Post card size photograph with clearly identifiable face).

10. Candidates must start typing from the beginning of the passage after leaving one inch of space.
11. **A time period of ten (10) minutes will be provided for the Typewriting Test. The commencement of the typewriting test will be indicated by announcing of the word "START TYPING" by the Invigilator and simultaneously the recording of time will begin by the supervisor.**
12. Candidates must stop typing as soon the "STOP TYPING" signal is given. They shall remain at their desks and wait until their scripts are collected and accounted for. They must not type, write, erase after expiry of the allotted time. Candidates shall not be permitted to leave the Examination Hall until the examination material is collected and counted after the Test.
13. While typing, if the computer of a candidate goes out of order, the candidate should not disturb others, but should remain seated quietly and inform the Invigilator, who will take appropriate necessary action in view of the situation.
14. Candidates must abide by the instructions, which may be given to them by the Centre Supdt./Invigilator/Board staff. If any candidate fails to do so or is found to be indulging in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test as well as liable to other penalty as the Board may deem fit to impose.
15. The candidature of the skill test is entirely provisional. The candidates should satisfy themselves regarding possession of the required qualification, age, caste etc. as stipulated in the advertisement for the post(s). A candidate shall be treated as debarred and action will be initiated in case he/she does not fulfill the eligibility criteria. The Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
16. After the Skill Test is over, all the candidates shall hand over the Question Papers and Typing Sheets to the Invigilator without fail.
17. If any candidate is found using any unfair means, he/she will be debarred from the Skill Test and/or necessary legal action may be initiated against him/her.
18. The candidature for the Typing Test is subject to outcome of any direction/decision/order/pronouncement of any court of law and mere issue of Admit Card or appearance at examination/Test does not entitle any candidate to any claim for the post(s).
19. The speed will be adjudged on the accuracy of typing of a given text passage in 10 minutes.



20. The Board reserves the right to cancel a part of or entire process of examination due to administrative reason(s) and in case of unfair means, cheating or other irregularities/malpractice noticed by the Board. the Board also reserves the right to cancel or set up a new examination centre and divert the candidates to appear at that examination centre if required.
21. The Board reserves the right to cancel centre of exam and ask the candidates of the centre to appear at another centre. No request for change in date, time and centre of exam will be accepted under any circumstances.
22. The decision of the Board in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s) and allotment of examination centers, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

Mobile Phone and other electronic gadgets are fully prohibited in the campus of Test Venue.

12