

**Notice/Instructions for Skill Test with reference to Recruitment
Examination for the post of Senior Administrative Assistant &
Stenographer held on 15th July 2024, (Vide Advt No. I-48/1 to 18/
Rectt/2023-24)**

Date of Skill Test: 14/11/2024

Reporting Time: 08:30 am

Venue of Exam:

GITI, Aliganj (Near Neera hospital) Lucknow ([Google Maps Location](#))

- To ensure uniformity in skill assessment, there will be **NO WAIVER** of the skill test based on production of the certificates for the same.
- All candidates attending the skill test will be subjected to **BIOMETRIC** screening prior to the test. In the event of failing the BIOMETRIC screening the candidate will not be allowed to attend the test.
- As per the advertisement, the invited candidates will need to qualify in the skill test to be included in the final merit list based only on the marks achieved in the online recruitment examination held on 15th July 2024. There will be no additional marks awarded for qualifying the skill test. However, it is mandatory to qualify in the skill test to be included in the final merit list.
- **Instructions for candidate:**

1. For Shorthand test (for stenographer only):

- A dictation in Hindi/English of 400 words for 05 minutes at the speed of 80 words per minute and they were given 60 minutes will be done to the candidates, 60 minutes time will be provided to type it on computer.
- Count and note down the total words of the typed material.
- After this, note down the total number of errors.
- A total of 20 errors are allowed. If the number of errors is 20 or less than 20, then the speed will be calculated on the total words only. If there are more than 20 errors, then the errors (more than 20) will be subtracted from the total number of words. In this way, the speed will be calculated by dividing the total number of words by 05 minutes (the time in which the dictation is spoken).

2. For typing test (for stenographer & senior administrative assistant both):

- The typing test will be of 5 minutes for each language (English & hindi) on computer using MS word (.doc file)
- Hindi typing test will be done in Mangal & Kruti dev font only.
- Minimum 150 correct words in English and 125 correct words in hindi will be qualifying criteria, within 5 minutes.
- First five spelling mistakes will be ignored, after that 5 words will be deducted for each spelling mistake.

3. General Instructions:

- Candidate should bring Admit Card & Aadhar card for Verification.
- Gate will be closed at 09:00 am. No candidate shall be permitted to enter after the gate closing time.

- Candidates are not allowed to carry personal belongings including electronic devices, mobile phones and other banned/prohibited items.
- Examination officials will not be responsible for safe keeping of personal belongings and there will be no such facility.
- No TA/DA shall be admissible for appearing in written test/skill test/Interview.
- All Disputes/ differences or litigations shall be subject to territorial jurisdiction of Lucknow court only.
- Director SGPGIMS, lucknow reserves rights to fill any or all of advertised posts or not to fill same without assigning any reason.

Exam Cell

SGPGIMS