

DOMAIN SKILL TEST FOR THE POST OF PERSONAL ASSISTANT (Advt. No. 233/2024)

The candidate should be able to demonstrate proficiency in :

1. Computer based Typing test for 10 minutes in English at the speed of 40 w.p.m. (8% errors/ mistakes only are allowed for qualifying).

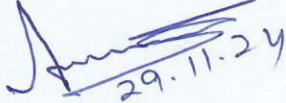
OR

2. Typing test for 10 minutes in Hindi at the speed of 30 w.p.m. (8% errors/ mistakes only are allowed for qualifying).

3. One dictation in English for 10 minutes at the speed of 100 w.p.m. (short hand test) followed by 40 minutes for transcription. (8% errors / mistakes only are allowed for qualifying)

OR

One dictation in Hindi for 10 minutes at the speed of 100 w.p.m. followed by 55 minutes for transcription.(8% errors / mistakes only are allowed for qualifying)


29.11.24
Dean (A & F)