

SPEED POST.

No.5.2-EST-GP/DEO/2016-17/634
Administration of Daman & Diu (UT)
Office of the Principal,
Government Polytechnic,
Varkund, Nani-Daman – 396210

Dated : 19 /08 /2016

To,

Subject: Computer Skill Test for the posts of Data Entry Operator to be filled-up in the U.T. Administration of Daman & Diu on regular basis.

Dear Applicant,


With reference to your application in response to the advertisement published in news papers / name sponsored by employment exchange, Daman/Diu for the posts of “Data Entry Operator” to be filled in the U.T. Administration of Daman & Diu on regular basis. The schedule of Computer Skill Test is as under: -

| Venue | | | |
|-------|-------------------------------|---|---|
| 1. | Date of Computer Skill Test | : | 18 /09 /2016 |
| 2. | Time of Computer Skill Test | : | 1:00 PM to 6:00 PM |
| 3. | Centre of Computer Skill Test | : | Government Polytechnic, Varkund, Nani-Daman |
| 4. | Reporting Time | : | 12:30 PM |

You are requested to appear in the said Computer Skill Test on the above mentioned date, time & place along with Admit Card as enclosed and affixing a passport size photograph duly self attested. No candidate will be allowed to appear for the Computer Skill Test without Admit Card.

No. TA/DA will be paid for attending the Computer Skill Test and also Instructions for candidates are given overleaf.

Yours faithfully,


19/8/2016
(Lalit V. Solanki)

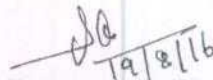
Principal,
Govt. Polytechnic, Daman

➤ Instruction for Applicants:-

1. Your admission to the Computer Skill Test is provisional.
2. Write your Roll Number clearly at the place provided in the Computer Skill Test.
3. You will be treated as ineligible for appearing in the Computer Skill Test in case you do not fulfill the eligibility criteria.
4. Candidate must be present at the Computer Skill Test Centre at least 30-minutes before the prescribed time. No candidate will be allowed entry into the Computer Skill Test after 15 minutes of commencement of the test.
5. Mobile & any conversation in the Computer Skill Test are not allowed in any circumstances.
6. The Computer Skill Test shall be for 30-minutes duration.
7. After entry into the Computer Skill Test, the Admit Card shall be collected by the Invigilator concerned. Candidate may retain a Xerox Copy of their Admit Card for future reference.
8. Any Identity proof is required for Computer Skill Test (i.e. Government Identity Card, PAN Card, Aadhar Card, Driving License, Voter Identity Card etc.).
9. All original documents/certificates are required at the time of reporting for verification of your eligibility.
10. Essential qualification is Degree from a recognized University for the said post.
11. Norms of Computer Skill Test is as under :-

| Component | No. | Acquired speed on Computer | Marks to be allotted (10-Marks) |
|--|-----|----------------------------|---------------------------------|
| English typing @35 w.p.m. OR Hindi Typing @30 w.p.m. (Time allowed 10 mts.)(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each word | 01 | <35 W.P.M. | Ineligible |
| | 02 | 35-40 W.P.M. | 2.0 |
| | 03 | 41-45 W.P.M. | 4.0 |
| | 04 | 46-50 W.P.M. | 6.0 |
| | 05 | 51-60 W.P.M. | 8.0 |
| | 06 | >60 W.P.M. | 10.0 |

12. The call letter for Written Test will be issued Separately to the eligible candidates in Computer Skill Test to be conducted in the Government Polytechnic, Daman. (i.e. Minimum required Speed is 35 W.P.M. for qualifying in the Computer Skill Test). **Otherwise candidate may declare as Ineligible for the recruitment of the said posts.**


(Lalit V. Solanki)
Principal,
Govt. Polytechnic, Daman

U.T. ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE PRINCIPAL,
GOVERNMENT POLYTECHNIC,
VARKUND - MOTA -FALIYA,
NANI - DAMAN - 396210

Affix your
Passport size
Photograph and
Self Attested here

ADMIT CARD

**Computer Skill Test for the posts of "Data Entry Operator" to be filled-up in the
of U.T. Administration of Daman & Diu on regular basis.**

- 1) Roll No:-
- 2) Date of Computer Skill Test: 18 /09 /2016
- 3) Time of Computer Skill Test 1:00 PM to 6:00 PM
- 4) Reporting time : 12:30 PM

NAME AND ADDRESS OF THE CANDIDATE:-

**COMPUTER SKILL TEST
CENTRE**

**GOVERNMENT
POLYTECHNIC, VARKUND-
MOTA FALIYA,
NANI-DAMAN**

*

Signature of the Candidature

Signature of Invigilator

Note:- * To be signed in the presence of the invigilator