



उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय

सैफई, इटावा (उ०प्र०)

Uttar Pradesh University of Medical Sciences

Saifai, Etawah - 206 130 (U.P.)

Website: www.upums.ac.in

पत्र संख्या: 3393 /UPUMS/M.C.R.T.-2024-25(389-CD)/2024-25

दिनांक: 08 जनवरी, 2025

Notice/Instructions for Skill Test

(Advertisement No. 38/UPUMS/Recruitment Cell/ 2024-25)
for the post of

Senior Administrative Assistant & Stenographer

1. Senior Administrative Assistant:

- Date of Skill Test:** 13/01/2025
- Reporting Time:** 09:30 am
- Venue:** Computer Lab, Faculty of Pharmacy, UPUMS, Saifai

For typing test:

- The typing test will be of 5 minutes for each language (English & hindi) on computer using MS word.
- 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 mistakes will be ignored, after that 5 words will be deducted for each typing error.

2. Stenographer:

- Date of Skill Test:** 14/01/2025
- Reporting Time:** 09:30 am
- Venue:**
 - For Stenography:** Examination Hall-418 (3rd Floor, Administrative Block, Paramedical Campus, UPUMS, Saifai
 - For Typing Test:** Computer Lab, Faculty of Pharmacy, UPUMS, Saifai
(Candidate should report first in Examination Hall)

A. For Shorthand test:

- A dictation in Hindi/English of 400 words for 05 minutes at the speed of 80 words per minute. Candidates would be given 60 minutes to translate the matter.
- 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).

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B. For typing test :

- The typing test will be of 5 minutes for each language (English & Hindi) on computer using MS word.
- 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 mistakes will be ignored, after that 5 words will be deducted for each typing error.

Important Instructions to the Candidate (Senior Administrative Assistant and Stenographer):

- 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.
- Candidate should bring a blue or black ball-point pen and pencil. A sheet of paper will be provided which can be used to write the passage. After writing the passage candidate MUST hand over this sheet of paper to the Test Administrator before leaving the venue.
- Candidates should write his/her Name, Roll No. and put his/ her signature and handover the same to the invigilator along with supplied content and typed content.
- After the expiry of total duration of the Skill Test, the candidates will not be able to attempt to any correction or check their typed data.
- 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 19th October, 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.

General Instructions to Candidates:

- Candidate should bring Admit Card & Aadhar card for Verification.
- Gate will be closed at 10:00 am. No candidate shall be permitted to enter after the gate closing time.

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3. Candidates are not allowed to carry personal belongings including electronic devices, mobile phones, ear phone/ear pods and other banned/prohibited items.
4. Examination officials will not be responsible for safe keeping of personal belongings and there will be no such facility.
5. No TA/DA shall be admissible for appearing in skill test.
6. The candidates are requested to follow the instructions of the "Test Administrator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/adoption of unfair means and such a candidate would be liable for debarment from appearing for Skill Test for a period as decided by UPUMS.
7. The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the Skill Test. No query shall be entertained after the commencement of the Skill Test.
8. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be in unauthorized possession of test content is likely to be prosecuted.
9. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process. If such instances go undetected during the current selection process but are detected subsequently, the candidature of such candidates shall be cancelled and further action shall be taken as deemed fit
10. All Disputes/ differences or litigations shall be subject to territorial jurisdiction of Etawah court only.
11. The Vice Chancellor, UPUMS, Saifai reserves rights to fill any or all of advertised posts or not to fill same without assigning any reason.

Registrar