



Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

NOTICE

Sub: Conducting of Computer Based Type Test and Short Hand Test (Dictation and Transcription) for the post of Stenographers, advertised vide Notification No 09 (Secy.) of 2023 dated: 19.07.2023.

1. SKUAST-Jammu is conducting the Computer Based Type Test and Short Hand Test (Dictation and Transcription) of the candidates for the post of Stenographers advertised vide Notification No 09 (Secy.) of 2023 dated: 19.07.2023, at National Institute of Electronics and Information Technology (NIELIT), University of Jammu on 23rd January and 24th January, 2024.
2. The detailed list of candidates who have applied for the post of Stenographer against the above said advertisement is uploaded on the university website www.skuast.org for the information of the candidates.
3. Admit Cards for the candidates, whose Type Test and Shorthand test (**Dictation and Transcription**) is scheduled on the aforesaid dates shall be hosted on SKUAST-Jammu website (www.skuast.org) from **17th of January, 2024** (after 04:00 PM).
4. The qualifying criteria and duration of the Type Test and Short Hand Test (Dictation and Shorthand) for the post of the Stenographers is as under:

Post	Qualifying Criteria	Duration of the test	Accuracy to be achieved by the candidate for qualifying	Date of test
Stenographers (Dictation, Transcriptions and Type Test)	Type Test : Typing speed of 30 words per minute	10 minutes (300 words)	5% of the total words typed are ignored i.e. 95% accuracy	23 rd & 24 th of January, 2024
	Dictation : A paragraph of 250 words will be dictated (shorthand speed of 50 words per minute)	5 Minutes (250 words)	8% mistakes allowed (20 mistakes for 250 words)	
	Transcription	15 minutes		

5. All those candidates who qualify the Type Test as per the above said criteria shall only be allowed to appear in Stenography Test (Dictation, Transcription of the Dictation) which shall be held in batches on the same date & venue after the Type Test of the Candidate.
6. The aforesaid Type Test and Stenography Test is of qualifying in nature only. All those candidates who qualify both the Type Test and Stenography Test shall be called for appearing in the Written Test, the dates for which shall be notified separately by the University. The final selection to the above said post shall be purely based on the merit of the Written Test.
7. The Syllabus for the written test along with selection criteria is already available on the University website www.skuast.org.

SKUAST
Jammu

Registrar's Office
Chatha, Jammu-180009, INDIA

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8. The candidates are advised to download their respective admit card as per the schedule given.
9. In case of any difficulty in downloading Admit Card, candidate(s) may contact at landline No. **0191-2262012** during the office hours i.e. 9:30 AM to 5:00 PM or write to SKUAST-Jammu at recruitmentskuastj@gmail.com.
10. The candidates are also advised to be in touch with the University website (www.skuast.org) for the latest updates on the examinations as no separate Admit cards are being sent by post.
11. The candidature of candidates claiming eligibility by misrepresentation / concealment of any material facts, impersonation, fraud, etc. shall be liable for cancellation and disciplinary action, as deemed appropriate.
12. The University reserves the right to cancel the candidature of any candidate at any stage at which he/she is found ineligible.

Note: *No separate call letters are being issued by the University for appearing in the examination and no claim in this regard shall be entertained.*

No:- AUJ/Secy./23-24/SLF-15/2525-2528

Dated:-05.1.2024

Registrar
SKUAST-Jammu

Cc:-

- ✓ I/c Director, NIELT, Jammu/Srinagar for information and further n/a please.
- ✓ Dr. Manish Sharma, Professor & Head, Division of Agril. Stat. & I/c Data Center with the request to kindly upload the same on the University website.
- ✓ Ms. Shivani Rometra, Technical Officer, NIELIT, Jammu for information.
- ✓ SVC for kind information of Vice Chancellor and publication of the same in local dailies.

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