



## Dr. Rajendra Prasad Central Agricultural University

Pusa, Samastipur, Bihar -848125

### IMPORTANT INFORMATION

AND

### LIST OF CANDIDATES SHORTLISTED/CALLED FOR COMPUTER PROFICIENCY TEST (CPT)

FOR THE POST OF

### JUNIOR ACCOUNTS CLERK

Dated: 14<sup>th</sup> December 2021

1. This is with reference to:
  - i. Advertisement No. 01/2020 dated 6<sup>th</sup> February 2020; and
  - ii. Advertisement No. 01/2021 dated 3<sup>rd</sup> February 2021; and
  - iii. Written Examination held for the post of Junior Accounts Clerk on 8<sup>th</sup> August 2021.

#### 2. CANDIDATES SHORT-LISTED/CALLED FOR COMPUTER PROFICIENCY TEST

- i. Based on the marks scored by the candidates in Written Examination and further on the recommendation of the Committee constituted for the purpose, the University decided that the number of candidates to be called for Computer Proficiency Test (CPT) against one post may be restricted to a maximum of 04 (Four). As such, candidates of the respective categories in the ratio of 1:4 in the order of merit have been short-listed to be called for Computer Proficiency Test (CPT).

Further, in case of Tie (*i.e., more than one candidate has the same score in Written Examination*), all candidates having the same score as of the last candidate in respective category, have been short-listed/called for CPT.

- ii. The list of candidates short-listed/called for Computer Proficiency Test is placed below at **ANNEXURE 1 (Page No. 06 to 10)**.

**Note:** The said list is not prepared in the order of merit, it is in ascending order of Roll No.

- iii. Eligibility of the candidates in accordance with the aforesaid advertisements had not been determined yet; it will be done by the Committee in due course of time. However, Final Result will be prepared only after proper scrutiny of applications submitted by the candidates alongwith their supporting documents.

- iv. The candidate must satisfy themselves about their eligibility for the post, before appearing in the Computer Proficiency Test. The onus of validity of eligibility of candidates shall rest solely with the candidates. The eligibility as per criteria advertised is subject to fulfilling the requisite conditions. Merely securing good marks in the Written Examination or Qualifying the CPT will not make anyone entitled to become eligible for the post.

### 3. **DATE, TIME AND VENUE OF COMPUTER PROFICIENCY TEST:**

The Computer Proficiency Test for the post of Junior Account Clerk (JAC) will be held as per schedule given below:

<b>DATE</b>	:	<b>26<sup>th</sup> December 2021 (Sunday)</b>
<b>REPORTING TIME</b>	:	<b>03:00 PM</b>
<b>VENUE</b>	:	<b>Dr Rajendra Prasad Central Agricultural University Pusa – 848 125, District – Samastipur, Bihar (INDIA)</b>

**NOTE:**

*The Date, Time and Venue of the Computer Proficiency Test is subject to change, in such event the new Date, Time and Venue will be notified through University Website ([www.rpcau.ac.in](http://www.rpcau.ac.in)) only. Therefore, the candidates are advised to check the University Website regularly.*

### 4. **IMPORTANT INFORMATION REGARDING COMPUTER PROFICIENCY TEST:**

- i. **Computer Proficiency Test is of **qualifying nature only**. The candidates who will qualify the Computer Proficiency Test shall only be considered for final selection.**
- ii. The Computer Proficiency Test shall be held on **Computer only**. The University will provide the computer for the said test.
- iii. In order to **qualify for the Computer Proficiency Test** for the post of Junior Accounts Clerk, **a candidate has to Score minimum 50% marks in computer proficiency test.**
- iv. The duration of Computer Proficiency Test will be **THIRTY (30) minutes**.
- v. **There shall be two components in the Computer Proficiency Test, which are as follows:**
  - a. **MS Word** – Creation of Word file, typing of passage/letter/para in particular defined formatting (font size and type, Bold, Italic, spacing, alignments, insertion of table, etc.
  - b. **MS Excel** – Creation of Excel sheet, reproduce of header/matter, calculations using formulas, etc.
- vi. Candidates are advised to plan their journey for this test well in advance. Delay for appearing in test due to late arriving of Train/Bus/any other transport will not be permitted.

- vii. Candidates are advised to make their own arrangements for stay as University will not provide accommodation to any candidate for their stay.
- viii. Candidates are also advised that they should not bring any valuable item with them, if they bring, the candidates should take care of their personal belongings. The University shall not be responsible for any loss or damage of the personal belongings of the candidates.
- ix. Candidates will be allowed only one chance and request for second chance will not be entertained under any circumstances.

#### 5. **ADMIT CARD:**

The Candidates who have been short-listed/called for Computer Proficiency Test (CPT) as per list enclosed at ANNEUXRE - 1 can download their Admit Card from the link provided on the University website [www.rpcau.ac.in](http://www.rpcau.ac.in) from 16<sup>th</sup> December 2021 (05:00 PM) onwards.

#### **IMPORTANT NOTE:**

The candidate will be issued only one Admit Card for Computer Proficiency Test.

- i. Immediately, after taking the print of the Admit Card, every candidate is advised to carefully verify all the particulars mentioned in her/his Admit Card, i.e., her/his Name, Photograph, Signature, Roll Number, Name & Address of the Examination Centre, Date and Timing of CPT etc.

*In case of any discrepancy (other than the details filled in application form), the same may please be brought to the notice of the University immediately at **Email: [recruitment@rpcau.ac.in](mailto:recruitment@rpcau.ac.in)***

- ii. In case, due to any reason, the downloaded Admit Card does not bear the photograph of the candidate, the candidate should affix her/his self-attested latest photograph on the space provided on the Admit Card and also carry one identical photograph for submitting the same to the Centre Superintendent/ Invigilator on the date of Computer Proficiency Test.
- iii. Candidates are advised to locate and visit the venue of the Examination Centre beforehand to avoid any inconvenience on the day of the Computer Proficiency Test.
- iv. The Admit Card is issued provisionally based on marks scored by the candidates in Written Examination. Screening of the applications has not been done yet; it will be done in due course of time. If it is found that false/wrong information has been furnished by the candidate at any stage of the process, the candidature of such candidate will be cancelled/rejected even after appearing for the exam and securing a position in the merit list or after final selection and appointment.
- v. The candidate shall be responsible for the safe custody of the Admit Card and in the event of any other person using the Admit Card, the onus lies to the candidate to prove that he/she has not used the service of any impersonator.

#### 6. **NOT ABLE TO DOWNLOAD ADMIT CARD:**

In case of the candidates who are not able to download their **ADMIT CARD** from the University Website latest by **23<sup>rd</sup> December 2021 (05:00 PM)**, due to technical problems, such candidates

are advised to bring the same to the knowledge of the University by writing an Email at [recruitment@rpcau.ac.in](mailto:recruitment@rpcau.ac.in) positively for the smooth conduct of the Computer Proficiency Test.

#### **7. PRODUCTION OF ADMIT CARD AND IDENTITY PROOF:**

A Candidate will be allowed to appear in Computer Proficiency Test only on the production of Admit Card and Valid Photo Identity Proof Viz. Voter ID/Aadhar Card/Driving License/Passport/Nationalized Bank Pass Book with Photo.

#### **8. MODE/CRITERIA OF FINAL SELECTION**

Final Selection will be made on the basis of merit in written examination only. However, an applicant must qualify the Computer Proficiency Test in order to make their candidature counted for final selection.

#### **9. GENERAL INSTRUCTIONS:**

1. The candidates will be required to take their seat ten minutes before commencement of the Test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Coordinator/Invigilator.
2. When the printout of the passage typed by him/her is given to him/her, he/she must write his/her roll no. and name on each page, sign and handover the same to the Coordinator/Invigilator.
3. The candidate shall make sure to save the MS word and MS Excel file which shall be used for Computer Proficiency Test by their Name and Roll No. Printout of the saved files should be taken thereafter and signed by the candidate on each page with Roll number and Name clearly written on each page.
4. Print outs without correct and clear roll number, name and signature will not be evaluated and will be awarded zero mark.
5. Candidate must return the Question Paper to the Invigilator. They should not take either the Question Paper or any blank typing paper or print out of the files out of the Examination Hall. Candidates should not tear any sheet given to them.
6. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
7. On completion of test, they shall remain seated at their desks until their print outs are collected and accounted for. They must not type, write or erase after the expiry of allotted time.
8. Silence must be observed in the Examination Hall.
9. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
10. Candidates must abide by further instructions, if any, which may be given to them by the Coordinator at the Venue. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Test or such other penalty as the University may deem fit.

11. Any request for change in time/date/center of the Computer Proficiency test will not be entertained by the University under any circumstance.
12. Candidates are advised to locate and visit the venue of the Examination Centre beforehand to avoid any inconvenience on the day of the Examination.
13. Candidates must make sure that he/she is fulfilling the eligibility criteria. If it is found that false/wrong information has been furnished at any stage of the process, the candidature of the candidate will be cancelled/rejected even after appearing for the exam and securing a position in the merit list or after final selection and appointment.
14. The candidate shall be responsible for the safe custody of the Admit Card and in the event of any other person using the Admit Card, the onus lies to the candidate to prove that he/she has not used the service of any impersonator.
15. No TA/DA will be admissible for attending the Computer Proficiency Test. Travelling and other expenses must be borne by the candidates themselves.

**10. INTERPRETATION:**

In case of any ambiguity or lack of clarity with regard to any clause or the Rules, the decision of the University shall be final.

**(RECRUITMENT CELL)  
RPCAU, PUSA**

**LIST OF CANDIDATES SHORTLISTED/CALLED FOR  
COMPUTER PROFICIENCY TEST (CPT)**

<b>S.No</b>	<b>Roll No</b>	<b>Registration No.</b>	<b>Advt. No. against which candidate had applied</b>
1	20130	137724	01/2020
2	20169	116111	01/2021
3	20337	129167	01/2020
4	20341	140084	01/2020
5	20523	115251	01/2021
6	20693	104565	01/2020
7	20717	118495	01/2020
8	20846	74494	01/2020
9	20862	117349	01/2021
10	20903	124328	01/2020
11	20910	101201	01/2020
12	20929	115186	01/2021
13	20949	70478	01/2020
14	20979	122674	01/2020
15	21013	78423	01/2020

16	21044	116856	01/2021
17	21065	74953	01/2020
18	21091	131825	01/2020
19	21111	135969	01/2020
20	21130	122749	01/2020
21	21224	114007	01/2020
22	21227	71062	01/2020
23	21385	104832	01/2020
24	21554	103904	01/2020
25	21584	123827	01/2020
26	21589	118049	01/2020
27	21628	108397	01/2020
28	21648	123977	01/2020
29	21669	119408	01/2020
30	21701	107511	01/2020
31	21702	77330	01/2020
32	22010	107926	01/2020
33	22045	113500	01/2020
34	22046	116060	01/2020

35	22071	124881	01/2020
36	22081	105035	01/2021
37	22148	103602	01/2020
38	22178	73519	01/2020
39	22274	90579	01/2020
40	22325	78492	01/2020
41	22339	106168	01/2021
42	22373	94360	01/2020
43	22375	130089	01/2020
44	22415	131376	01/2020
45	22607	138041	01/2020
46	22608	134700	01/2020
47	22652	113919	01/2021
48	22692	103081	01/2021
49	22741	116460	01/2021
50	22931	70047	01/2020
51	22981	102811	01/2020
52	23003	115631	01/2021
53	23008	109789	01/2021



54	23014	116617	01/2021
55	23067	125997	01/2020
56	23071	137658	01/2020
57	23113	77918	01/2020
58	23151	74641	01/2020
59	23168	117131	01/2021
60	23209	114236	01/2021
61	23255	91332	01/2020
62	23258	100394	01/2021
63	23736	127498	01/2020
64	23825	72770	01/2020
65	23882	109943	01/2021
66	23905	120036	01/2020
67	23908	72187	01/2020
68	24017	100029	01/2020
69	24097	136953	01/2020
70	24103	118896	01/2020
71	24115	117801	01/2020
72	24116	125443	01/2020

73	24161	114821	01/2020
74	24318	126396	01/2020
75	24340	113080	01/2020
76	24419	122965	01/2020
77	24427	114637	01/2021
78	24467	136057	01/2020
79	24474	137583	01/2020
80	24477	116240	01/2021
81	24548	122232	01/2020
82	24571	130685	01/2020
83	24681	129387	01/2020

**Note:** The above list is not prepared in order of merit, it is prepared in ascending order of Roll No.

**\*\*\* END OF ANNEXURE - 1 \*\*\***