



Dr. Rajendra Prasad Central Agricultural University

Pusa, Samastipur, Bihar -848125

IMPORTANT INFORMATION & INSTRUCTIONS
AND
LIST OF CANDIDATES SHORTLISTED/CALLED FOR
COMPUTER PROFICIENCY TEST (CPT) AND TYPING SPEED TEST
FOR THE POST OF
LOWER DIVISION CLERK (LDC)

Dated: 14th December 2021

1. This is with reference to:
 - i. Advertisement No. 01/2020 dated 6th February 2020; and
 - ii. Advertisement No. 01/2021 dated 3rd February 2021; and
 - iii. Written Examination held for the post of Lower Division Clerk on 7th August 2021.
2. **CANDIDATES SHORT-LISTED/CALLED FOR COMPUTER PROFICIENCY TEST AND TYPING SPEED 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 and Typing Speed Test 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 and Typing Speed Test.

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 Computer Proficiency Test and Typing Speed Test.
 - ii. The list of candidates short-listed/called for Computer Proficiency Test and Typing Speed Test is placed below at **ANNEXURE 1 (Page No. 07 to 21)**.

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 and Typing Speed 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 Computer Proficiency Test and Typing Speed Test will not make anyone entitled to become eligible for the post.

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

The Computer Proficiency Test and Typing Speed Test for the post of Lower Division Clerk (LDC) will be held as per schedule given below:

DATE	:	26th December 2021 (Sunday)
REPORTING TIME	:	08:30 AM
VENUE	:	Dr Rajendra Prasad Central Agricultural University Pusa - 848 125, District - Samastipur, Bihar (INDIA)

NOTE:

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

4. **NATURE OF COMPUTER PROFICIENCY TEST AND TYPING SPEED TEST:**

1. Computer Proficiency Test and Typing Speed Test are of **qualifying nature only**. The candidates who will qualify the Computer Proficiency Test and Typing Speed Test shall only be considered for final selection.
2. In order to qualify for the Computer Proficiency Test and Typing Speed Test for the post of Lower Division, a candidate has to:
 - i. Score minimum 50% marks in computer proficiency test; and
 - ii. Should have minimum typing speed of 30 w.p.m.

Note:

If an applicant fails to comply with any of the conditions above, he/she shall not be considered for final selection i.e. An applicant must have minimum 30 w.p.m typing speed and should also secure 50% marks in Computer Proficiency Test. Marks obtained in Computer Proficiency Test will not be considered for final selection.

5. GUIDELINES REGARDING TYPING SPEED TEST AND COMPUTER PROFICIENCY TEST (INCLUDING COMPONENTS):

- i. The Typing Speed Test and Computer Proficiency Test for the said posts shall be held on Computer only. The University will provide the computer for the test. No candidate will be allowed to bring his/her own keyboard/typewriter.
- ii. The required qualifying speed for typing is 30 words per minute in English or Hindi. The candidates are required to attempt either in ENGLISH or in HINDI.
- iii. The duration of **Typing Speed Test will be TEN (10) minutes** and duration of **Computer Proficiency Test will be FIFTEEN (15) minutes.**
- iv. The **Computer Proficiency Test** shall be conduct on Computer in **MS Excel viz. Creation of Excel sheet, reproduce of header/matter, calculations using formulas, etc.**
- v. **Typing Speed Test** shall be conduct on Computer in MS Word.
- vi. **Typing speed will be determined based on the formula given below:**

Note: (i) For a Typing Test of 10 minutes, 5% mistakes of total words typed will be ignored and (ii) Total number of net mistakes will be multiplied by 10.

For Example:

Total strokes typed = 1600

Words typed = $1600/5 = 320$ (one word is equal to 5 strokes)

Total mistakes = 19

Ignorable mistakes = 5% of 320 = 16

Net mistakes for evaluation = $19 - 16 = 3$

Mistakes to be deducted for arriving at net words typed = $320 - (3 \times 10) = 290$

As per formula:

$$\frac{\text{No. of total words typed (320)} - (\text{No. of net mistakes} \times 10)}{(3 \times 10)}$$

Time of Test (10)

Speed per minute = $290/10 = 29$

RESULT: FAIL

NOTE: AFTER COMPLETING THE PASSAGE ONCE BEFORE THE ALLOTTED TIME, CANDIDATES MAY RETYPE THE WHOLE OR PART OF THE TEST PARAGRAPH UNTIL EXPIRY OF THE TIME. THE PARAGRAPH RETYPED WILL ALSO BE EVALUATED TO ARRIVE AT THE TYPING SPEED.

6. **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 and Typing Speed Test in order to make their candidature counted for final selection.

7. **ADMIT CARD:**

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

IMPORTANT NOTE:

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

- i. The candidate will be issued only one Admit Card for Examination.
- ii. 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, Registration No., Roll Number, Name & Address of the Examination Centre, Date and Timing of Examination etc. In case of any discrepancy, the same may please be brought to the notice of the University immediately by Email: recruitment@rpcau.ac.in
- iii. 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 Examination.

8. **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 **23rd 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 positively for the smooth conduct of the Computer Proficiency Test. **Request received after 23rd December 2021 will not be entertained.**

9. **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.

10. 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
2. not shout or disturb others but should remain seated quietly and inform the Coordinator/Invigilator.
3. 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 to the coordinator/invigilator.
4. The candidate shall make sure to save the MS word file which shall be used for typing speed test 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.
5. Print outs without correct and clear roll number, name and signature will not be evaluated and will be awarded zero mark.
6. If any applicant walks out of the examination centre without signing the printout "answer sheets" will be treated as disqualified.
7. 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.
8. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
9. On completion of test, they shall remain seated at their desks and wait until their print outs are collected and accounted for. They must not type, write or erase after the expiry of allotted time.
10. Silence must be observed in the Examination Hall.
11. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
12. Candidates must abide by further instructions, if any, which may be given to them by the coordinator. 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.
13. Any request for change in time/date/centre of the Computer Proficiency test/typing speed test will not be entertained by the University under any circumstance.
14. Candidates are advised to locate and visit the venue of the Examination Centre beforehand to avoid any inconvenience on the day of the Examination.
15. 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.

16. 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.

11. TA/DA:

No TA/DA will be admissible for attending the Examination. Travelling and other expenses must be borne by the candidates themselves.

12. 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**

ANNEXURE - 1**LIST OF CANDIDATES SHORTLISTED/CALLED FOR
COMPUTER PROFICIENCY TEST (CPT) AND TYPING SPEED TEST**

S.No	Roll No	Registration No.	Advt. No. against which candidate had applied
1	10008	83159	01/2020
2	10011	90678	01/2020
3	10038	137590	01/2020
4	10093	135243	01/2020
5	10103	109723	01/2020
6	10173	88287	01/2020
7	10178	97049	01/2020
8	10204	115898	01/2021
9	10251	119607	01/2020
10	10274	70995	01/2020
11	10308	133180	01/2020
12	10310	112460	01/2021
13	10313	105389	01/2021
14	10318	117666	01/2021
15	10319	106298	01/2021

16	10335	135694	01/2020
17	10336	78593	01/2020
18	10344	118179	01/2021
19	10345	114516	01/2020
20	10472	114067	01/2020
21	10477	100910	01/2021
22	10496	108909	01/2020
23	10499	112704	01/2021
24	10522	133863	01/2020
25	10586	117420	01/2021
26	10588	135219	01/2020
27	10606	93516	01/2020
28	10684	115302	01/2020
29	10687	99473	01/2020
30	10739	120667	01/2020
31	10870	115634	01/2020
32	10871	99761	01/2020
33	10893	134237	01/2020

34	10898	113246	01/2020
35	10902	71217	01/2020
36	10924	106617	01/2020
37	10926	121396	01/2020
38	11007	135145	01/2020
39	11023	137306	01/2020
40	11025	103043	01/2021
41	11099	128033	01/2020
42	11112	128008	01/2020
43	11138	99609	01/2020
44	11155	129663	01/2020
45	11195	116249	01/2021
46	11203	115026	01/2021
47	11224	114968	01/2021
48	11232	105137	01/2020
49	11259	125902	01/2020
50	11282	119799	01/2020
51	11292	78493	01/2020

52	11310	116570	01/2021
53	11315	126612	01/2020
54	11331	110362	01/2021
55	11341	78887	01/2020
56	11343	129731	01/2020
57	11389	115089	01/2021
58	11417	70509	01/2020
59	11418	109964	01/2021
60	11421	120474	01/2020
61	11461	104651	01/2020
62	11466	122875	01/2020
63	11474	129308	01/2020
64	11559	92172	01/2020
65	11565	113957	01/2021
66	11567	115263	01/2020
67	11657	136596	01/2020
68	11662	115252	01/2020
69	11678	93914	01/2020

70	11700	110071	01/2021
71	11771	122942	01/2020
72	11775	108755	01/2020
73	11819	140319	01/2020
74	11821	99891	01/2020
75	11829	111155	01/2021
76	11867	106466	01/2021
77	11899	100694	01/2020
78	11927	103226	01/2021
79	11988	111308	01/2021
80	11994	100483	01/2020
81	12045	101258	01/2021
82	12060	108761	01/2021
83	12066	108252	01/2020
84	12162	83215	01/2020
85	12211	128012	01/2020
86	12224	130661	01/2020
87	12263	124869	01/2020

88	12310	130645	01/2020
89	12347	109478	01/2020
90	12349	124137	01/2020
91	12419	115644	01/2021
92	12458	126713	01/2020
93	12485	112888	01/2020
94	12545	107823	01/2021
95	12581	101206	01/2021
96	12629	114731	01/2020
97	12650	132818	01/2020
98	12668	133849	01/2020
99	12714	119317	01/2020
100	12721	87592	01/2020
101	12736	79188	01/2020
102	12760	114957	01/2020
103	12771	77367	01/2020
104	12820	113438	01/2021
105	12828	110077	01/2020

106	12835	118320	01/2021
107	12901	70184	01/2020
108	12903	116137	01/2021
109	12962	117362	01/2021
110	12983	108222	01/2021
111	13001	85281	01/2020
112	13089	106406	01/2021
113	13141	106859	01/2020
114	13180	137708	01/2020
115	13286	109927	01/2021
116	13360	114787	01/2021
117	13385	134580	01/2020
118	13400	105023	01/2021
119	13437	116313	01/2021
120	13476	84063	01/2020
121	13559	131359	01/2020
122	13569	118995	01/2020
123	13572	108722	01/2020

124	13623	108451	01/2021
125	13626	97806	01/2020
126	13678	138726	01/2020
127	13712	100615	01/2020
128	13717	109692	01/2021
129	13727	108202	01/2021
130	13739	115634	01/2021
131	13759	135792	01/2020
132	13760	89812	01/2020
133	13761	72368	01/2020
134	13809	88998	01/2020
135	13841	104917	01/2021
136	13843	134704	01/2020
137	13850	134609	01/2020
138	13868	116655	01/2021
139	13878	140036	01/2020
140	13881	91633	01/2020
141	13892	127230	01/2020

142	13917	106453	01/2021
143	13933	115778	01/2021
144	14002	100901	01/2021
145	14057	107485	01/2020
146	14067	128831	01/2020
147	14074	102822	01/2020
148	14120	88544	01/2020
149	14186	112937	01/2021
150	14233	116121	01/2021
151	14251	105142	01/2021
152	14283	121862	01/2020
153	14288	138237	01/2020
154	14302	95073	01/2020
155	14410	103088	01/2021
156	14451	114222	01/2021
157	14481	116466	01/2021
158	14528	112040	01/2020
159	14593	139172	01/2020

160	14647	119035	01/2020
161	14657	118034	01/2021
162	14710	95264	01/2020
163	14722	86655	01/2020
164	14767	70063	01/2020
165	14828	127425	01/2020
166	14830	115776	01/2021
167	14869	112959	01/2021
168	14943	132837	01/2020
169	15020	125940	01/2020
170	15121	88929	01/2020
171	15122	100369	01/2021
172	15154	113572	01/2021
173	15217	90447	01/2020
174	15238	117132	01/2021
175	15263	92850	01/2020
176	15281	78309	01/2020
177	15287	126346	01/2020

178	15288	113237	01/2021
179	15360	118480	01/2021
180	15378	108337	01/2021
181	15379	138130	01/2020
182	15387	100071	01/2021
183	15431	90253	01/2020
184	15441	128375	01/2020
185	15537	70056	01/2020
186	15669	116457	01/2021
187	15674	115045	01/2021
188	15758	136675	01/2020
189	15763	88844	01/2020
190	15805	77665	01/2020
191	15822	112963	01/2021
192	15893	122860	01/2020
193	15973	113765	01/2021
194	16032	111420	01/2021
195	16038	136069	01/2020

196	16234	127579	01/2020
197	16263	110574	01/2021
198	16298	104145	01/2021
199	16312	128360	01/2020
200	16341	116382	01/2021
201	16362	126854	01/2020
202	16399	72845	01/2020
203	16407	121812	01/2020
204	16434	120264	01/2020
205	16448	115140	01/2021
206	16459	86332	01/2020
207	16487	135070	01/2020
208	16608	118533	01/2020
209	16674	113784	01/2021
210	16699	100232	01/2020
211	16722	107770	01/2021
212	16758	122338	01/2020
213	16769	138104	01/2020

214	16855	75645	01/2020
215	16871	118948	01/2020
216	16899	134767	01/2020
217	16903	115593	01/2021
218	16904	124278	01/2020
219	16916	114853	01/2021
220	16929	120570	01/2020
221	16930	133116	01/2020
222	16932	117991	01/2020
223	16941	113574	01/2021
224	16964	137937	01/2020
225	16966	114937	01/2020
226	17071	107592	01/2021
227	17080	132956	01/2020
228	17119	117203	01/2020
229	17155	136608	01/2020
230	17204	117869	01/2021
231	17207	128889	01/2020

232	17230	138885	01/2020
233	17310	125154	01/2020
234	17343	120578	01/2020
235	17361	118367	01/2021
236	17377	102885	01/2021
237	17391	85668	01/2020
238	17406	117178	01/2021
239	17417	111890	01/2020
240	17421	84516	01/2020
241	17434	105302	01/2021
242	17435	82591	01/2020
243	17439	99245	01/2020
244	17474	111778	01/2020
245	17483	115725	01/2021
246	17486	140583	01/2020
247	17491	137653	01/2020
248	17495	130642	01/2020
249	17520	117872	01/2021

250	17525	110876	01/2021
251	17527	107744	01/2021
252	17587	82546	01/2020
253	17686	114927	01/2021
254	17701	94151	01/2020
255	17702	74271	01/2020
256	17724	135875	01/2020
257	17725	116976	01/2020
258	17726	76837	01/2020
259	17743	110268	01/2021
260	17806	129749	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 *******