

**Revised**

Ref. No. :

Dated: 17<sup>th</sup> February, 2020

Dear Candidate

This is in reference to your online application for the post of Accounts Clerk cum Typist (ACT) in the Nehru Yuva Kendra Sangathan (NYKS) and subsequent online examination held on 7<sup>th</sup> September, 2019.

We are glad to inform you that based on your performance in the written examination, you have been provisionally shortlisted for Skill Test (Typing) & Documents Verification Your candidature is subject to fulfilling all conditions of eligibility and also correctness of the information furnished in the application. The Skill Test (Typing) & Documents Verification shall be held on **25<sup>th</sup> February, 2020 at 2:50 PM**. You are requested to reach the examination venue at **1:00 PM**.

Typing Test will be conducted in unrestricted mode in both English & Hindi. Hindi Typing Test will be conducted using **Remington Gail Keyboard type**. Based on precedent, default language for typing will be English. If you opt for typing in Hindi then you are requested to submit your preference on or before **17/Feb/2020** on [ddpersonnel@gmail.com](mailto:ddpersonnel@gmail.com).

Biometric data (thumb impression and photograph) will be captured at the venue. With regards to the same, please note the following:

1. If fingers are coated (stamped ink/mehndi/coloured. etc), ensure to thoroughly wash them so that coating is completely removed before the exam day.
2. If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured. Ensure fingers of both hands are dry.
3. If fingers are moist, wipe each finger to dry them.
4. If the primary finger to be captured is injured/damaged, immediately notify the concerned authority in the venue. (Any failure to observe these points will result in non-admittance for the examination)

You are requested to bring the following documents with you to be produced at the examination centre:

1. Copy of Call Letter which was issued for online written examination held on 7<sup>th</sup> September, 2019.
2. Hard copy of this call letter and one passport size photograph of yours.
3. Copy of Online Application.
4. All Original Certificates.
  - a. Showing Date of Birth (as per SSC/Matriculation Certificate).
  - b. Graduate Degree Certificate.

- c. Caste Certificate Original (if applicable) - (Issued by concerned authority as per rules) (certificate in force at the time of Test shall be applicable)
- d. In case of PwD category candidates, Certificate of Disability issued by appropriate authority
- e. NOC in the prescribed format, in case of serving Government Employees
- f. Certificate of 2 years experience in Accounts Work (in case of non commerce Graduates).

Self attested copies of all above documents along-with signed resume should also be brought for submission.

No TA/DA shall be paid for attending the Skill Test (Typing) & original documents verification. Failing to present the relevant documents in support of the information provided in application form shall be liable for the disqualification of candidature. Failure to report for Skill Test (Typing) & Documents Verification will automatically disqualify for the post and no further chance of Skill Test (Typing) / Document verification shall be given.

Your candidature is Provisional. You must, therefore, ensure that you fulfill all the conditions of eligibility laid down in the advertisement/detailed guidelines. If, at any stage, it is found that you do not fulfill any of the conditions of eligibility, your candidature will be cancelled and no appeal against such cancellation will be entertained. The fact that you have been called for Skill Test (Typing) & Document Verification does not confer any right on you to be treated as eligible in all aspects for appointment. To avoid any disappointment at a later stage, you are advised to recheck whether you meet all the eligibility criteria laid down on the crucial date prescribed for the post/examination in question.

Important: Canvassing in any form will result in cancellation of your candidature.

Yours sincerely,

**Dr Arjun Kumar Verma**  
**Deputy Director-Personnel**