# Maharaja Ranjit Singh Punjab Technical University
## Dabwali Road, Bathinda -151001
### (Estb. by Govt. of Punjab vide Act No. 5 [2015] and u/s 2(f) and 12 B of UGC Act, 1956)
ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ, ਡੱਬਵਾਲੀ ਰੋਡ, ਬਠਿੰਡਾ।

No. 214                                                                  Date: 30-01-18

## General Instructions for Clerk cum Data Entry Operator Post

- You must bring the admit card along with two photo identity proofs (such as Adhar Card/Ration Card/PAN Card/Passport/Driving License/Voter Id Card/Bank Passbook with photograph) in original along with their photocopies.
- No Candidate will be allowed to enter the Examination Centre after reporting time.
- You should bring pencil, eraser and ball point pen to the examination hall.
- Use of books, notebooks, calculators, watch calculators, pagers, mobile phones or any other electronic gadget is not permitted in the examination center. Even **safekeeping of these items shall not be provided at Examination Centre.**
- **Admit Card are issued strictly on Provisional basis. Merely issuance of Admit Card does not make any candidate eligible for the post applied for.**
- Both Punjabi and English Typing test will conduct on same day.
- **Punjabi typing test for the above said post will conduct in both fonts i.e. Asees and Raavi as per the option of the candidate.**
- Only those candidates will be eligible for computer proficiency test who clear English & Punjabi typing tests.
- Duration of Computer Proficiency Test will be of 30 minutes.
- There will be 45 Questions in Computer Proficiency Test.
- Finally the merit list will be prepared of the Candidates who clear english punjabi typing test & computer proficiency test as per eligibility condition for the post.
- Please appear for the examination at your own expense on the date, time and venue.
- The admit card along with the photocopy of photo identity proof duly stapled together should be submitted to the invigilator in the examination hall failing which the candidate will not be permitted to appear for the test. Do not forget to write your Application ID. and Roll No. on the photo copy of Photo Identity proof.
- Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form shall be liable for legal action and his/her candidature will be cancelled.
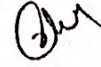
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- Person with Disabilities(PWD) should contact the Test Centre administrator of the test venue at least 30 minutes before the time of examination for assistance in seating, if needed.
- Your admission to the examination is strictly provisional. Before coming for the written examination, make sure that you are eligible according to the eligibility criteria stipulated in the Advertisement. If you are not eligible, your candidature will be cancelled at any stage during the process of selection
- There will be frisking at the entrance of Examination Centre by the Police. Do not carry anything not allowed in Examination Centre.
- The tests for the post of Clerk-cum-Data Entry Operator (MRSPTU/ GZSCCET/PITs) etc. are all common and only one roll number is being generated..
- Videography will also be done in the Examination Centre. Kindly bear with us for inconvenience,if any.