



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

### Notice

**Sub: Conducting of Skill Test (Computer Based Type Test & Computer Based Skill Test) for the post of Data Entry Operator, advertised vide Notification No 09 (Secy.) of 2023 dated. 19.07.2023.**

1. SKUAST-Jammu is conducting the Skill Test (Computer Based Type Test & Computer Based Skill Test) on 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup> & 22<sup>nd</sup> of August, 2024, in respect of candidates who applied for the post of **Data Entry Operator** advertised vide Notification No 09 (Secy.) of 2023 dated: 19.07.2023, at National Institute of Electronics and Information Technology (NIELIT), University of Jammu.
2. The detailed list of candidates who have applied for the post of Data Entry Operator in response to above said advertisement is uploaded on the university website [www.skuast.org](http://www.skuast.org) for the information of the candidates.
3. Admit Cards for the candidates, whose Skill Test (Computer Based Type Test & Computer Based Skill Test) is scheduled on the aforesaid dates shall be hosted on SKUAST-Jammu website ([www.skuast.org](http://www.skuast.org)) from **07<sup>th</sup> of August, 2024** (after 04:00 PM).
4. The detailed criteria for the holding of Skill test (Computer Based type test & Practical Test) for the post of the Data Entry Operator is as under:

Post	Criteria	
	Computer Based Type test parameters	Practical Test Structure
Data Entry Operator	<ul style="list-style-type: none"><li>• <b>Speed requirement:</b> 35 wpm</li><li>• <b>Test duration:</b> 10 minutes</li><li>• <b>Accuracy:</b> 90%</li></ul>	<p><b>Format:</b> Multiple Choice Questions <b>Duration:</b> 60 minutes <b>Total question:</b> 60 (candidate to attempt any 50)</p> <p><b>Evaluation criteria:</b> first 50 attempted questions will be considered</p> <p><b>Subject Areas:</b> MS-Excel, MS-Access, PowerPoint Presentation, Email &amp; Internet, Printer Management (Installation &amp; Troubleshooting)</p>

5. The aforesaid Skill Test is of qualifying in nature only. All those candidates who qualify aforesaid Skill Test (Computer based type test & Computer Based Skill Test) shall be called for appearing in the Written Test, the dates for which shall be notified separately by the University.
6. The final selection to the above said post shall be purely based on the merit of the Written Test.

KTO

**SKUAST**  
Jammu

Registrar's Office  
Chatha, Jammu-180009, INDIA

"An institution for sustainable agriculture for food and nutritional security"  
"Healthy soils for a healthy life"

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7. The Syllabus for the written test along with selection criteria is already available on the University website **www.skuast.org**.
8. The candidates are advised to download their respective admit cards as per the schedule given.
9. In case of any difficulty in downloading Admit Card, candidate(s) may contact Registrar's Office 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](mailto:recruitmentskuastj@gmail.com).
10. The candidates are also advised to be in touch with the University website ([www.skuast.org](http://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.

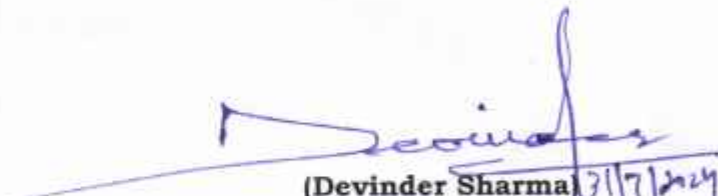
**Note:** No separate call letters are being issued by the University for appearing in the examination and no claim in this regard shall be entertained.

No:- AUJ/Secy./24-25/SLF-21/2339-41  
Dated:- 31.07.2024

Sd/-  
Registrar  
SKUAST-Jammu

Cc:-

- ✓ University website [www.skuast.org](http://www.skuast.org)
- ✓ University Advertisement Notice File.
- ✓ Notice Board.

  
(Devinder Sharma) 31/7/2024  
Assistant Registrar (Secy.)

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