



Dated: 07/04/2021

REVISED PLAN TO CONDUCT SKILL TEST (COMPUTER TEST) and WRITTEN TEST FOR VARIOUS NON-TEACHING POSTS

The NNM is going to conduct the Computer Test (Skill Test) and Written Test (Objective Typing) for all the Non-Teaching posts as per scheduled date, time & venue indicated against each in reference to the advertisement No. NNM/Recct/01-2021/NT/308, dated: 08/01/2021.

1.	Private Secretary	<ol style="list-style-type: none">1. There will be a Shorthand and Typing Test (Computer Based) for a duration of 20 Minutes (i.e. 10 Minutes for Dictation in English & Hindi in each for shorthand writing with minimum speed of 120/100 w.p.m. in English/Hindi and 10 minutes for Typing test for the dictated text to be Typed for each) with minimum speed of 40/30 w.p. m. in English/Hindi.2. Experience3. Written Test <p>Note: It is mandatory of the post of Private Secretary to clear the first step of Typing Test/Skill Test (Computer Based) to move to the next level.</p>	25 Marks 10 Marks 65 Marks
2	Accounts Officer	<ol style="list-style-type: none">1. There will be a Skill Test (Computer Knowledge) of Computer Accounting2. Experience3. Written <p>Note: It is mandatory of the post of Accounts Officer to clear the first step of Typing Test/Skill Test (Computer Based) to move to the next level.</p>	25 Marks 10 Marks 65 Marks
3	Senior Assistant	<ol style="list-style-type: none">1. There will be a Skill Test (Typing Test –Computer based) which is mandatorily required to qualify	25 Marks, (If Typing Test is cleared with a

		<p>for the next round of written Test (Minimum typing speed in Hindi & English (Bilingual) should not be less than 30. w.p.m. in Hindi or 35 w.p.m. in English to qualify.</p> <p>2. Experience 3. Written Test</p> <p>Note: It is mandatory of the post of Senior Assistant to clear the first step of Typing Test (Computer Based) to move to the next level.</p>	<p>minimum speed of 30. w.p.m. in Hindi or 35 w.p.m. in English.</p> <p>10 Marks 65 Marks</p>
4	Library Assistant	<p>1. There will a Skill Test (Computer Typing Test 30. w.p.m. in Hindi or 35 w.p.m. in English)</p> <p>2. Experience 3. Written Test</p>	<p>25 Marks</p> <p>10 Marks 65 Marks</p>
5	Steno Typist	<p>1. There will be a Shorthand and Typing Test (Computer Based) for a duration of 20 Minutes (i.e. 10 Minutes for Dictation in English & Hindi each for shorthand writing with minimum speed of 80 w.p.m. in English/Hindi and 10 minutes for Typing test for the dictated text to be Typed for each) with minimum speed of 40/30 w.p.m. in English/Hindi.</p> <p>2. Experience 3. Written Test</p> <p>(Note: It is mandatory for the post of stenotypist to clear the first stage of Short hand and Typing Test to move to the next level).</p>	<p>25 Marks</p> <p>10 Marks 65 Marks</p>
6	MTS	<p>1. Experience 2. Written Test</p>	<p>10 Marks 90 Marks</p>

Schedule for Computer Test (Skill Test):

SN	Post	Roll Number	Date	Time	VENUE
1	SENIOR ASSISTANT	21SAS001-22 21SAS 23-45 21SAS 46-65 21SAS 66-90 21SAS 91-104	09.04.21	08.30 A.M. 08.45 A.M. 09.00 A.M, 09.15 A.M. 09.30 A.M.	Computer Lab. NNM

2.	LIBRARY ASSISTANT	21LIB001-22 21LIB023-46	09.04.21	09.50 A.M. 10.05 A.M.	Computer Lab. NNM
3.	ACCOUNTS OFFICER	21ACC001-15	09.04.21	10.30 A.M.	Computer Lab. NNM
4.	PRIVATE SECRETARY	21PSS001-14	09.04.21	10.45 A.M.	Computer Lab. NNM
5.	STENO TYPIST	21STY001-23 21STY024-46	09.04.21	11.10 A.M. 11.25 A.M.	Computer Lab, NNM

SCHEDULE FOR WRITTEN TEST OF VARIOUS POSTS

SNO.	POST	Date	ROLL NO.	TIME	VENUE
1	MTS*	09.04.21	21MTS001-90	12.00 -01.00 A.N.	ACHARYA NAGARJUNA BLD Conference Hall-'A'(F.F.)
		09.04.21	21MTS 91-180	12.00 -01.00 A.N.	ACHARYA NAGARJUNA BLD Conference Hall-'B'(S.F.)
		09.04.21	21MTS 181-270	01.30 -02.30 A.N.	ACHARYA NAGARJUNA BLD Conference Hall-'A'(F.F.)
		09.04.21	21MTS 271-360	01.30-02.30 A.N.	ACHARYA NAGARJUNA BLD Conference Hall-'B'(S.F.)
		09.04.21	21MTS 361-350	03.00-04.00 A.N.	ACHARYA NAGARJUNA BLD Conference Hall-'A'(F.F.)
		09.04.21	21MTS 351-425	03.00-04.00 A.N.	ACHARYA NAGARJUNA BLD Conference Hall-'B'(S.F.)
2	SA*	10.04.21		09.30-10.30 a.m.	ACHARYA NAGARJUNA BLD Conference Hall-'A'(F.F.)
3.	LA*	10.04.21		11.00-12.00 a.m.	ACHARYA NAGARJUNA BLD Conference Hall-'A'(F.F.)
4.	ST*	10.04.21		11.00-12.00 a.m.	ACHARYA NAGARJUNA BLD Conference Hall-'B'(S.F.)
5.	PS*	10.04.21		01.00 -02.00 P.M.	ACHARYA NAGARJUNA BLD Conference Hall-'A'(F.F.)
6.	AO*	10.04.21		01.00 -02.00 P.M.	ACHARYA NAGARJUNA BLD Conference Hall-'B'(S.F.)

*MTS (Multi –tasking –staff), *SA (Senior Assistant), *LA (Library Assistant), *ST (Steno-Typist) *PS (Private Secretary) & *AO (Accounts Officer)

Note:

1. Calculator, Mobile or any other electronic gadget shall not be allowed in the examination hall.
2. The candidates without ADMIT CARD shall not be allowed to sit in the exam.
3. No T.A./D.A. shall be paid for appearing in the exam/test.
4. Change if any in the schedule, shall be intimated through website/email or text message.
5. Follow the official website of NNM i.e. nnm.ac.in for all the updates.