

**NOIDA METRO RAIL CORPORATION LTD.**

NMRC/OM/HR/I/2016

01 no. of candidate, bearing following Roll no. has qualified for skill test for the post of Stenographer (Post Code-NE09 ), the written test of which was held by DMRC on 09.03.2017, in response to its vacancy notification no. NMRC/OM/HR/I/2016, online registration start date:- 05.11.2016, Closing date:- 28.01.2017.

**Venue of Skill Test:-** DMRC Training Institute, Shastri Park, Delhi-110053  
(Location- within 1Km on Kashmiri Gate ISBT-Shahdara Road on Yamuna Bridge)

**Post Code & Name:-** NE09- Stenographer

**No. of candidates shortlisted:-** 01

**Reporting Time:-** 9:30AM

**Date of document verification and Skill test:-** 23.11.2017.

Candidate is advised to attend the skill test on designated date only.

**No separate communication, calling him for skill test will be made. No supplementary skill test will be held.**

Schedule for skill test is given below.

SN	Roll. No.	Name of the candidate	Date of Birth	Date of document verification & Skill Test	Time
01	14032300023	DEEPIKA	30-10-1992	23.11.2017	9:30AM

**Total:- 01**

## **Instructions for skill test For the post of Stenographer**

The candidates whose roll numbers and name are appearing in the select list for Skill Test (posted on DMRC website) shall report for the same at the nominated venue as per schedule mentioned in the result notification.

### **Skill Test:-**

- a. The skill test will be of Qualifying Nature.
- b. The candidates will be given one dictation for 10 minutes in English at the speed of 80 w.p.m.
- c. The matter will have to be transcribed on computer only.
- d. The transcription time will be of 40 minutes (English).

### **Other Instructions:-**

1. The candidature for Skill Test is subject to meeting eligibility criteria as mentioned in our advertisement No. NMRC/OM/HR/I/2016, online registration start date:- 05.11.2016, Closing date:- 28.01.2017.
2. The candidates must bring all the certificates etc. in original, with one set of attested copies in support of age, educational qualification i.e. Graduate in any discipline from Govt recognized university with one year course in Office Management and Secretarial Practice/equivalent (as mentioned in the advertisement) at the time of Skill Test, failing which they will not be allowed repeat, they will not be allowed to appear in the Skill Test.
3. Please also bring three recent coloured passport size photographs (Front post). The photographs must resemble the photograph that they had pasted on their application forms.
4. In case the candidates are already serving in Central/State Government Services/ Public Sector Undertaking/Autonomous Body and/or their application was not forwarded through the department, they should bring a 'No OBJECTION CERTIFICATE' from their office failing which they will not be allowed to appear in the Skill Test.
5. Candidates coming under SC/ST/OBC category must produce caste/class certificate, issued by the competent authority.
6. Outstation candidates travelling more the 50k.m and found eligible to attend Skill Test will be reimbursed to and fro sleeper class Rail/Bus fare once by the shortest route from the place indicated by them in the application form, to the place of Skill Test, on submission of Rail/Bus Ticket. The candidate may required to extend his stay by a day or two, for which necessary arrangements will have to be made by the candidate, himself/herself.
7. The call for Skill Test may not be treated as offer of appointment.

#### **List of certificates to be produced for interview:**

1. Proof of Date of Birth (High School/Matriculation)
2. Proof of having passed Requisite Qualification with Provisional/original certificates by the time of Skill Test.
3. Three (3) Front Pose Recent Passport Size Coloured Photographs. The photographs must resemble the photograph that they had pasted on their application forms.