



ASSAM UNIVERSITY
(A Central University)
Silchar 788011
Assam, India

অসম বিশ্ববিদ্যালয়
(এক কেন্দ্রীয় বিশ্ববিদ্যালয়)
সিলচর ৭৮৮০১১
অসম, ভারত

NOTIFICATION

In continuation to the notice even number dated June 5, 2025, this is to inform all concerned that the schedule for document verification and the Computer Skill Test for the recruitment of Lower Division Clerks (LDC) will take place on June 19, 2025, as detailed below. All candidates are advised to carefully read the attached instructions and guidelines before participating in the Computer Skill Test on that date.

Slot			Document Verification			Computer Skill Test			
A			10:00 AM			11:00 AM – 11:30 AM			
Batch of Roll Numbers:									
LDC/2-23/2	LDC/2-23/3	LDC/2-23/5	LDC/2-23/12	LDC/2-23/15	LDC/2-23/18	LDC/2-23/21	LDC/2-23/22	LDC/2-23/27	LDC/2-23/28
LDC/2-23/29	LDC/2-23/30	LDC/2-23/32	LDC/2-23/33	LDC/2-23/36	LDC/2-23/38	LDC/2-23/40	LDC/2-23/45	LDC/2-23/62	LDC/2-23/68
LDC/2-23/69	LDC/2-23/75	LDC/2-23/76	LDC/2-23/80	LDC/2-23/84	LDC/2-23/85	LDC/2-23/92	LDC/2-23/94	LDC/2-23/95	LDC/2-23/112
LDC/2-23/116	LDC/2-23/119	LDC/2-23/121	LDC/2-23/122	LDC/2-23/124	LDC/2-23/126	LDC/2-23/127	LDC/2-23/130	LDC/2-23/145	LDC/2-23/148
LDC/2-23/149	LDC/2-23/153	LDC/2-23/155	LDC/2-23/161	LDC/2-23/162					

Slot			Document Verification			Computer Skill Test			
B			11:30 AM			12:30 PM – 1:00 PM			
Batch of Roll Numbers:									
LDC/2-23/166	LDC/2-23/167	LDC/2-23/175	LDC/2-23/176	LDC/2-23/177	LDC/2-23/181	LDC/2-23/184	LDC/2-23/185	LDC/2-23/187	LDC/2-23/192
LDC/2-23/193	LDC/2-23/196	LDC/2-23/199	LDC/2-23/200	LDC/4-23/203	LDC/4-23/206	LDC/4-23/207	LDC/4-23/210	LDC/4-23/217	LDC/4-23/219
LDC/4-23/227	LDC/4-23/228	LDC/4-23/229	LDC/4-23/230	LDC/4-23/234	LDC/4-23/238	LDC/4-23/240	LDC/4-23/241	LDC/4-23/242	LDC/4-23/250
LDC/1-24/252	LDC/1-24/254	LDC/1-24/255	LDC/1-24/258	LDC/1-24/260	LDC/1-24/261	LDC/1-24/262	LDC/1-24/264	LDC/1-24/265	LDC/1-24/266
LDC/1-24/267	LDC/1-24/269	LDC/1-24/274	LDC/1-24/275	LDC/1-24/284					

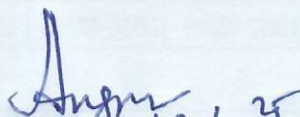
Slot			Document Verification			Computer Skill Test			
C			1:00 PM			2:00 PM – 2:30 PM			
Batch of Roll Numbers:									
LDC/1-24/286	LDC/1-24/288	LDC/1-24/289	LDC/1-24/291	LDC/1-24/292	LDC/1-24/294	LDC/1-24/295	LDC/1-24/298	LDC/1-24/300	LDC/1-24/303
LDC/1-24/304	LDC/1-24/305	LDC/1-24/306	LDC/1-24/309	LDC/1-24/310	LDC/1-24/312	LDC/1-24/314	LDC/1-24/316	LDC/1-24/317	LDC/1-24/325
LDC/1-24/326	LDC/1-24/329	LDC/1-24/331	LDC/1-24/332	LDC/1-24/333	LDC/1-24/337	LDC/1-24/338	LDC/1-24/340	LDC/1-24/343	LDC/1-24/344
LDC/1-24/347	LDC/1-24/349	LDC/1-24/355	LDC/1-24/360	LDC/1-24/361	LDC/1-24/363	LDC/1-24/365	LDC/1-24/367	LDC/1-24/370	LDC/1-24/372
LDC/1-24/378	LDC/1-24/379	LDC/1-24/380	LDC/1-24/382	LDC/1-24/384					

Signature
12.6.25

Slot			Document Verification			Computer Skill Test			
D			2:30 PM			3:30 PM - 4:00 PM			
Batch of Roll Numbers:									
LDC/1-24/386	LDC/1-24/387	LDC/1-24/388	LDC/1-24/390	LDC/1-24/392	LDC/1-24/393	LDC/1-24/394	LDC/1-24/397	LDC/1-24/398	LDC/1-24/399
LDC/1-24/405	LDC/1-24/407	LDC/1-24/409	LDC/1-24/410	LDC/1-24/412	LDC/1-24/414	LDC/1-24/415	LDC/1-24/416	LDC/1-24/417	LDC/1-24/418
LDC/1-24/420	LDC/1-24/421	LDC/1-24/424	LDC/1-24/426	LDC/1-24/427	LDC/1-24/428	LDC/1-24/430	LDC/1-24/435	LDC/1-24/437	LDC/1-24/438
LDC/1-24/439	LDC/1-24/440	LDC/1-24/442	LDC/1-24/443	LDC/1-24/446	LDC/1-24/450	LDC/1-24/451	LDC/1-24/454	LDC/1-24/456	LDC/1-24/460
LDC/1-24/461	LDC/1-24/462	LDC/1-24/463	LDC/1-24/464	LDC/1-24/466					

Slot			Document Verification			Computer Skill Test			
E			4:00 PM			5:00 PM - 5:30 PM			
Batch of Roll Numbers:									
LDC/1-24/468	LDC/1-24/469	LDC/1-24/470	LDC/1-24/471	LDC/1-24/472	LDC/1-24/473	LDC/1-24/476	LDC/1-24/483	LDC/1-24/484	LDC/1-24/486
LDC/1-24/487	LDC/1-24/488	LDC/1-24/489	LDC/1-24/493	LDC/1-24/494	LDC/1-24/495	LDC/1-24/496	LDC/1-24/497	LDC/1-24/499	LDC/1-24/500
LDC/1-24/501	LDC/1-24/503	LDC/1-24/508	LDC/1-24/517	LDC/1-24/520	LDC/1-24/528	LDC/1-24/532	LDC/1-24/533	LDC/1-24/536	LDC/1-24/537
LDC/1-24/540	LDC/2-24/542	LDC/2-24/545	LDC/2-24/547	LDC/2-24/548	LDC/2-24/560	LDC/2-24/563	LDC/2-24/564	LDC/2-24/567	LDC/2-24/568
LDC/2-24/577	LDC/2-24/578	LDC/2-24/582	LDC/2-24/586	LDC/2-24/587					

All concern candidates shall have to report at the venue (Computer Science Department) accordingly.



Registrar i/c 12.6.25

12th June, 2025

No. 103/1/2023-RECT

Copy to:

1. The Officer-in-charge, Non-teaching Recruitment Examination for information and necessary action.
2. The HoD, Dept. of Computer Science for information and necessary action.
3. The Director, Computer Centre for necessary action for uploading the notification in the university web site.
4. File.


Assistant Registrar 12.06.25



ASSAM UNIVERSITY: SILCHAR

INSTRUCTIONS AND GUIDELINES FOR COMPUTER SKILL TEST FOR LOWER DIVISION CLERK (LDC) SCHEDULE DATE: 19TH JUNE, 2025

Candidates should read the instructions below carefully for appearing in the skill test:

1. The shortlisted candidates will have to send a test email to recruitment@aus.ac.in with an attachment in a word file [file name must be the name of the candidate] indicating the following details (a) **Name** (b) (i) **Father's Name** (ii) **Mother's Name** (c) **email id** and (iv) **Roll Number** allotted for Written test.
2. Candidates should carry with them the **Admit Card** and **Identity Card** to the skill test centre, **failing which they will not be allowed to enter into the examination hall**;
3. The Officer-in-charge and invigilators of the examination have been advised to verify the Admit Card of each candidate at the time of examination and take candidate's signature on the attendance sheet.
4. Marks Distribution in Computer Skill Test:-

Sl No.	Topic	Marks Distribution	Total
1.	MS Word (Command) / Open Office	50	30 minutes
2.	English Passage Typing	50	

5. The mobile phone / any other electronics gazette should be kept in the silent mode only and such gazettes will not be allowed to use during the test. The candidates are advised not to bring any valuable personal belongings to the examination centre. The University shall not be liable for any loss of the valuables;
6. For Candidates appearing at Computer Skill Test, PCs running commonly used text editors on Windows / Linux platform will be provided. Use of editing tools for correcting the mistake in typed matter will not be allowed. They are advised to use commonly used Times New Roman Typeface/font faces with **font-size 12**.
7. Typing Test will be conducted in **English** only.
8. Candidates opting for English medium should have minimum typing speed of 35 words per minute which corresponds to **9000** key depressions per hour.
9. Candidates are required not to damage the equipment's provided to them in Test Centre in any manner. Any Candidate found making an erroneous act or damaging the equipment's shall be debarred from further process of the test and his / her candidature will be cancelled and necessary legal action may be initiated if situation so warrant.
10. Visually Handicapped candidates (with 40% disability and above) will be allowed 15 additional minutes for computer typing. He / She will have to arrange his / her own compatible keyboard etc.

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11. OH Candidates seeking exemption from Typing Test on medical ground must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format at the time of Typing Test.
12. The candidates will be required to take their seat ten minutes before commencement of the Test. If the computer goes out of order, the candidate should not whimper or shout to disturb others, but should remain seated quietly and bring the issue to the notice of the Invigilator on duty.
13. Candidates should type their particulars (Roll No. etc.) in the space provided on the screen, to create a folder and save it with a roll number and other details as may be asked at the examination centre. He / She should familiarize himself / herself on the Instructions available on the university website <http://www.aus.ac.in>
14. After completing typing of the passage once, candidates are advised not to re-type the passage. If spare time is available candidates may utilize the time for checking the typescript and making corrections.
15. Immediately after the typewriting test is over, the candidate will be asked to write in his / her own handwriting one sentence in English below the print copy of passage given to him / her and will have to put his / her name, Roll No. signature at the end.
16. Candidates should not tear any sheet given to them. When the printout of the passage typed by him / her is given to him / her he / she must write his Roll No. and name on each page, sign and handover to the Invigilator.
17. **Candidate must return the Question Paper along with their scripts to the Invigilator. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall.**
18. **Every candidate will be supplied with a photo bearing attendance sheet with his / her Roll No. He / She will be required to sign it and put his / her Left Hand Thumb Impression before the beginning of the Test.**
19. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test / Printing of page.
20. On completion of the Test, they shall remain seated at their desks and wait until scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
21. Silence must be observed in the Examination Hall.
22. Smoking / Chewing tobacco in the Examination Hall strictly prohibited.
23. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct, he / she will render himself / herself liable to expulsion from the Test or such other penalty as the University may deem fit.
24. Any request for change in time / date / centre / medium of the typewriting test will not be entertained by the university under any circumstances. Any addition or alteration in guidelines & instructions shall be notified in website only and concerned candidates shall have to visit university website frequently.



Registrar (i/k)