

**Office report**  
Skill test for the post of Clerk

The skill test for the post of clerk was divided in following 05 parts:-

- i) English Typing- 400 words passage in 10 mnts
- ii) Hindi Typing- 180 words passage in 06 mnts
- iii) Letter drafting
- iv) Microsoft excel proficiency test
- v) Microsoft Power point proficiency test

The following candidates were called for skill test on 24.01.2018 after declaration of result on the website of Cantonment Board Amritsar:-

**UR Category-**

1. Sh. Karun Ghavri
2. Sh. Deshraj
3. Sh. Punit Sharma

**OBC Category:-**

1. Sh. Rajat Kumar Mehra
2. Sh. Rohit Singh
3. Sh. Gaurav Jhajharia

On the day of skill test, the following candidates reported for skill test:-

**UR Category:-**

1. Sh. Punit Sharma

**OBC Category:-**

1. Sh. Rajat Kumar Mehra
2. Sh. Rohit Singh
3. Sh. Gaurav Jhajharia

The attendance sheet of 24.01.2018 is enclosed as Annexure-'A'.

The performance of the skill test held on 24.01.2018 in respect of all the above candidates is as follows:-

Sr. No.	Name of candidate	Criteria of skill test				
		English Typing	Hindi Typing	Letter Drafting	MS Excel Proficiency	MS Power point Proficiency
<b>Category- UR</b>						
1.	Sh. Punit Sharma	Very good Qualified	Good Qualified	Satisfactory Qualified	Satisfactory Qualified	Satisfactory Qualified
<b>Category- OBC</b>						
1.	Sh. Rajat Kumar Mehra	Excellent Qualified	Excellent Qualified	Satisfactory Qualified	Satisfactory Qualified	Satisfactory Qualified
2.	Sh. Rohit Singh	Average Qualified	Good Qualified	Satisfactory Qualified	Satisfactory Qualified	Satisfactory Qualified
3.	Sh. Gaurav Jhajharia	Poor Disqualified	Poor Disqualified	Not satisfactory Disqualified	Not satisfactory Disqualified	Satisfactory Qualified



*Asenai*

1 of 3

*Sharma*  
*Deemed*

The following criteria was adopted for evaluation of English and Hindi typing:-

**English typing:-**

WPM	35-40 with less than 8% mistakes	30-35 with less than 8% mistakes	25-30 with less than 8% mistakes	20-25 with less than 8% mistakes	Below 20 WPM
Rating	Excellent	Very good	Good	Average	Poor

**Hindi typing:-**

WPM	25-30 with less than 8% mistakes	20-25 with less than 8% mistakes	15-20 with less than 8% mistakes	10-15 with less than 8% mistakes	Below 10 WPM
Rating	Excellent	Very good	Good	Average	Poor

No candidate could type 40 WPM in English and 30 WPM in Hindi, all candidates having rating Average or above average scale were qualified.

As the number of candidates in UR category was only one and the candidate who scored highest marks could not appear for skill test, it was decided to re-take the skill test and call the candidates again for the skill test. So, the following candidates were called again for the skill test from UR category:-

1. Sh. Karun Ghavri
2. Sh. Deshraj
3. Sh. Ashu Sharma
4. Ms. Neha Rana
5. Sh. Tushar Kohli

Out of the above candidates, the following candidates reported for skill test on 02.02.2018:-

1. Sh. Deshraj
2. Sh. Ashu Sharma
3. Ms. Neha Rana
4. Sh. Tushar Kohli

The attendance list of 02.02.2018 is enclosed as Annexure-'B'.

The performance of the skill test held on 02.02.2018 in respect of all the above candidates is as follows:-

Sr. No.	Name of candidate	Criteria of skill test				
		English Typing	Hindi Typing	Letter Drafting	MS Excel Proficiency	MS Power point Proficiency
1.	Sh. Deshraj	Poor (more than 8% mistakes)	Good	Not-Satisfactory	Not-Satisfactory	Not-Satisfactory
		<b>Disqualified</b>	<b>Qualified</b>	<b>Disqualified</b>	<b>Disqualified</b>	<b>Disqualified</b>
2.	Sh. Ashu Sharma	Excellent	Excellent	Satisfactory	Satisfactory	Satisfactory
		<b>Qualified</b>	<b>Qualified</b>	<b>Qualified</b>	<b>Qualified</b>	<b>Qualified</b>
3.	Ms. Neha Rana	Good	Average	Satisfactory	Satisfactory	Satisfactory
		<b>Qualified</b>	<b>Qualified</b>	<b>Qualified</b>	<b>Qualified</b>	<b>Qualified</b>
4.	Sh. Tushar Kohli	Very good	Poor (more than 8% mistake)	Satisfactory	Satisfactory	Satisfactory
		<b>Qualified</b>	<b>Disqualified</b>	<b>Qualified</b>	<b>Qualified</b>	<b>Qualified</b>



*Senaje*  
2 of 3

*Sharma*  
*Sharma*

Considering the performance of all the candidates in the skill tests held on 24.01.2018 and 02.02.2018, the following is the order of merit for the post of two clerks:-

**UR Category:**

**1. Sh. Punit Sharma**

Ms. Neha Rana will be kept in waiting list. If Punit Sharma fails to join within the stipulated period, then Ms. Neha Rana will be given a chance for appointment.

**OBC Category:**

**1. Sh. Rajat Kumar Mehra**

Sh. Rohit Singh will be kept in waiting list. If Rajat Kumar Mehra fails to join within the stipulated period, then Sh. Rohit Singh will be given a chance for appointment.

Put up for orders please.

Tram,  
Dermal

CEO

Approved.

Rasena

