

OFFICE OF THE DISTRICT & SESSIONS JUDGE, LUDHIANA  
Employment Notice No. 3 of 2024  
NOTICE

It is for the information of all the provisionally eligible candidates that the following evaluation criteria shall be followed for calculating marks/ mistakes in the Computer Proficiency Test (word/spreadsheet) Test for the posts of Clerk on adhoc basis scheduled to be held on 11.02.2025: -

- Evaluation Criteria for Computer Proficiency Test (Word/Spreadsheet) for the post of Clerk on adhoc basis.
  - The Computer Proficiency Test shall consist of two components: -
    - (i) Word Processing Exam (Typing Test)
    - (ii) Spreadsheet Exam
  - The said Computer Proficiency Test would only be of qualifying in nature and marks obtained in this test would not be counted towards the main merit which shall be prepared on the basis of marks obtained in written test conducted on 02.02.2025.
  - The type test would be in respect of a paragraph containing 200 words and the same would be of 10 minutes. The type test shall be of 30 marks out of which 20 shall be for the typing and 10 marks would be for formatting (i.e. bold, italic, underline, alignment, font size, spacing etc.)
  - The followings shall be considered as mistake:
    - Incorrect letters
    - Missed spaces
    - Incorrect punctuation
    - Extra letters/words not in the original text
    - Untyped words.
  - The candidate shall be considered to have qualified the said test if he/ she does not commit more than 20 mistakes in type test.
  - The minimum benchmark for qualifying the type test (typing and formatting) will be of 22 marks (18 marks for typing and 4 marks for formatting)
  - The Spreadsheet exam shall be of 5 minutes carrying 20 marks out of which 10 marks are for the figures entered, 5 for the result/output of the data and 5 marks for the correct formula used. The minimum benchmark for qualifying the spreadsheet test will be of 8 marks.
- The Computer Proficiency Test shall be conducted in UBUNTU OS.
- It is again clarified that all the candidates are required to bring their original testimonials/ certificates etc. for documents verification along-with one photo ID proof failing which they shall not be allowed to appear for the CPT.