

TYPING TEST FOR THE OF POST DATA ENTRY OPERATOR

DATE: 7th December, 2024

TIMING: 1.30 p.m. – 3.00 p.m.

VENUE: Meghalaya Administrative Training Institute (MATI),

Opposite NEIAH, Mawdiangdiang - 793018

INSTRUCTIONS TO CANDIDATES

1. All candidates are to be seated in the examination hall by **1:00 p.m.** No candidates will be allowed to enter the examination room after the commencement of examination or leave the examination room without justification.
2. Bring your **Call Letter/Admission Certificate** and a valid photo ID proof (not damaged or smudged) such as College ID, EPIC Card, Driving License, PAN Card, Aadhar Card, Passport.
3. Bring a Blue/ Black Ball Point Pen to mark your attendance.
4. Do not bring any electronic devices, such as **mobile phones, calculators, smartwatches, or Bluetooth devices**, into the examination hall.
5. Bags, books, and loose papers are strictly prohibited. Bags, hand-bags if any are to be kept outside the examination room at his/her own risk.
6. Candidate are also advised not to bring any costly items to the examination, as safe keeping of the same cannot be assured. This office will not be responsible for any loss in this regard.
7. Smoking is strictly prohibited. Entry to the Examination Centre in the intoxicating behaviour/state is strictly prohibited.