



**The National Institute of Health and Family Welfare
(Administration– II Section)**

F.No. A-12040/2/2023-Admin II

Dated: - 17 July 2026

NOTICE

SUBJECT: List of Provisionally Shortlisted Candidates of EWS and OBC category for Typing Test and Declaration of Result of Computer Based Test for The Post of Lower Division Clerk Under Direct Recruitment.

The National Institute of Health and Family Welfare had conducted Computer Based Test Examination (Stage-I) for recruitment to the post of Lower Division Clerk on 28.01.2025 and Skill test on 19.01.2026 notified vide Advertisement No. A-12048/1/2023- Admin-I Dated: 03-10-2023 under Direct Recruitment. In continuation of the recruitment process for the post of Lower Division Clerk (LDC), it is informed that now, in accordance to Notice no. A-12040/2/2023-Admin.II dated 28 January 2025 which was already published on Institute's website and in order to take attempt to fill the reserved vacancy of EWS and OBC category as per DoPT guidelines the Institute invites next available candidates of EWS and OBC category as per the merit list to appear for the typing test.

2. The next Provisionally Shortlisted Candidates of EWS and OBC are hereby informed that the schedule for Stage – II (Skill Test/Typing Test) is as under: -

POST	SKILL TEST DATE	EXAM ENTRY TIMING	SKILL TEST TIME	EXAM CITY
Lower Division Clerk	26.07.2026	10:00 AM-10:30 AM	11:00 AM	Delhi

3. The Admit Card for Stage 2 Computer Based Skill Test, showing the Examination Centre details will be made live on 17 July 2026 and the candidates are advised to login through <https://nihfw.cbtxam.in/> to download the provisional admit card.

4. For Typing Test, Instructions and Sample console instructions are attached below. **A TYPING SPEED OF 35 W.P.M. IN ENGLISH OR 30 W.P.M. IN HINDI IS REQUIRED ON COMPUTER.** The Typing Test is of qualifying in nature. The candidates need to appear for the CBT with the admit card containing Centre details.

5. The candidate should carry latest two passport size photographs, one valid photo identity proof in **ORIGINAL**. Eligible photo identity proofs are

- Passport • Aadhaar Card • Driving License • Service ID Card issued to employees by Central Govt./State Govt. • Voter's ID Card • PAN Card • Any other Photo Identity Proof issued by Central Govt./ State Govt.

6. No request for change in date and time shall be entertained. Non-appearance will lead to cancellation of candidature.

7. Please contact Nihfwhelpdesk@gmail.com and copy to recruitment.admn2@nihfw.org for any support required related to Admit Card download.

8. The candidates are requested to report at the CBT centre as per reporting time given above. Candidate reaching late or without carrying above mentioned documents will not be permitted to appear.

9. The candidates called for typing test will be purely PROVISIONAL subject to satisfying the prescribed eligibility conditions and verification of documents. Mere issue of Call letter for typing test to the candidates will not imply that his/her candidature has finally cleared by the NIHFW or that the NIHFW has accepted entries made by the candidate in his/her application for the examination as true and correct. The Institute takes up verification of eligibility conditions with reference to original documents at the time of documents verification only.

10. If, at any stage, it is found that candidate does not fulfil any of the conditions of eligibility, his candidature will be cancelled and no request against such cancellation will be entertained.

Please stay in touch with NIHFW website i.e. <https://www.nihfw.ac.in/> for latest update.

Director

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EWS CATEGORY

Srl_no	App_no	Roll number
1.	LDC/2023/348	2512124
2.	LDC/2023/4061	2511134
3.	LDC/2023/4040	2511148
4.	LDC/2023/3905	2511179
5.	LDC/2023/1928	2515088
6.	LDC/2023/3595	2517180
7.	LDC/2023/1241	2514279
8.	LDC/2023/4007	2511053

OBC CATEGORY

Srl_no	App_no	Roll number
1.	LDC/2023/2675	2518055
2.	LDC/2023/2086	2516282
3.	LDC/2023/1472	2514122
4.	LDC/2023/1180	2514310
5.	LDC/2023/2397	2516109
6.	LDC/2023/875	2514250
7.	LDC/2023/3282	2520150
8.	LDC/2023/3220	2519017

INSTRUCTIONS TO THE CANDIDATES

- The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper (both in English & Hindi). Mistake will be treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.
- The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. No credit will be given if a candidate types in the Medium not opted by him.
- Candidates are required to use **Enter Key** for change the paragraph. If new paragraph typed without pressing the **Enter Key**, it will be treated as a half-mistake.
- Candidates are **Not** required to repeat the passage, if he/she has completed the passage once and has time in his/her disposal, however they are allowed to revise and correct their mistakes and inaccuracies, if any, during the prescribed time.
- After every Punctuation mark, only **One** space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.
- Any irrelevant matter/numerical typed will be treated as a mistake.
- Any incomplete word arising due to any reason, will be treated as one full mistake

IMPORTANT INSTRUCTIONS TO CANDIDATES

SN	Language	Duration (in minutes)
1	English Typing [English]	10 Minutes

1. The candidates will be provided a passage for English Type Test, to be typed within 10 minutes on computer.
2. The on-screen computer clock counter of every candidate will be set at the server. The countdown timer on the top of the computer screen will display the time remaining (in minutes) available for the candidate to complete the examination.
3. In case the computer/mouse allotted to any candidate malfunctions anytime during the test, the candidate will be immediately allotted another computer system, during change/restart of computer system timer gets freeze to give the candidate the full allotted time. There would be no loss of time for the candidate and the test will resume from where it was interrupted i.e., candidates will be directly redirected to the typing window.
4. Before start of the actual type test a Practice window of 1 minutes will be provided, candidate can write the sample text during practice typing.
5. Before Proceed, candidates are advised to check all keys of the Keyboard along with mouse monitor and display during practice typing test and if found any part faulty, ask to change the same.
6. Candidate can increase paragraph text only font size options Font+, Font-.
 - A+ Zoom In: Increase the font Size.
 - A- Zoom Out: Decrease the font size.
7. If you are found copying / helping others, you will be disqualified.
8. You are NOT allowed to keep Mobile Phones or any other Electronic / Bluetooth Device.
9. Candidates are advised to follow the Keys and Functions as given below:
 - Put single SPACE between two words.
 - Do Not Repeat The words and Line.
10. Following keys in the computer will be disabled in the test environment: -
 - Enter Key

- Escape Key
- All function Keys (F1 to F12)
- Drag - Drop
- Copy-Paste
- Windows Key (Left & Right)
- CTRL Key (Ctrl+C&Ctrl+V)
- Alt + F4
- Insert Key
- Delete Key
- Home Key
- End Key
- Page Up Key
- Page Down Key

11. Additionally, the following features will also be disabled/inaccessible: -

- The Menu bar in Internet Explorer will not be accessible.
- The Secure Browser window will not be allowed to be closed.
- The Secure Browser Navigation buttons will be disabled.

12. Candidates are required to click on the "I am ready to begin" button to start typing at the stipulated time.

☐ **I have read and understood the instructions.** All computer hardware allotted to me are in proper working condition. I declare that am not in possession of / not wearing / not carrying any prohibited gadget like mobile phone, Bluetooth devices etc. /any prohibited material with me into the Examination Hall. I agree that in case of not adhering to the instructions, I shall be liable to be debarred from this Test and/or to disciplinary action, which may include ban from future Tests/Examinations.

Start Demo

परीक्षा निर्देश -

SN	Language	Duration (in minutes)
1	Hindi Typing [Mangal]	10 Minutes

1. हिंदी टाइप टेस्ट के लिए उम्मीदवारों एक पैसेज प्रदान किया जाएगा, जिसे **10 मिनट** के समय में कंप्यूटर पर टाइप करना होगा।
2. हिंदी में टाइप करने के लिए "**Mangal**" फॉन्ट और कीबोर्ड लेआउट "**इंस्क्रिप्ट**" होगा।
3. वास्तविक परीक्षा शुरू होने से पहले 2 मिनट की एक अभ्यास विंडो प्रदान की जाएगी, उम्मीदवार अभ्यास टाइपिंग के दौरान नमूना पाठ (सैम्पल टेक्स्ट) लिख सकते हैं।
4. आगे बढ़ने से पहले, उम्मीदवारों को सलाह दी जाती है कि प्रैक्टिस टाइपिंग टेस्ट के दौरान सभी कुंजीयों की जांच करें, साथ ही माउस, मॉनिटर, और डिस्प्ले की जांच करें, और अगर किसी भी हिस्से में कोई खराबी पाई जाती है, तो उसे बदलने के लिए कहें।
5. यदि परीक्षा के दौरान किसी भी उम्मीदवार को आवंटित कंप्यूटर/माउस खराब हो जाता है, तो उम्मीदवार को तुरंत एक अन्य कंप्यूटर सिस्टम आवंटित किया जाएगा, कंप्यूटर सिस्टम के परिवर्तन/पुनरारंभ के दौरान उम्मीदवार को पूरा आवंटित समय देने के लिए टाइमर फ्रीज हो जाता है। उम्मीदवार के समय की कोई क्षति नहीं होगी और परीक्षा वहीं से शुरू होगी जहाँ से उसमें रुकावट आई थी यानी उम्मीदवारों को सीधे टाइपिंग विंडो पर भेज दिया जाएगा।
6. कंप्यूटर स्क्रीन के शीर्ष पर काउन्टडाउन टाइमर (उलटी गिनती की घड़ी) उम्मीदवार को परीक्षा पूरी करने के लिए उपलब्ध शेष समय (मिनटों में) प्रदर्शित करेगी।
7. उम्मीदवार फॉन्ट+, फॉन्ट- विकल्प द्वारा टेक्स्ट का फॉन्ट साइज बढ़ा/घटा सकते हैं।
 - A+ Zoom In: फॉन्ट आकार बढ़ाएँ।
 - A- Zoom Out: फॉन्ट आकार घटाएँ।
8. परीक्षा के समय, उम्मीदवारों को पूरे परीक्षण के दौरान टाइप किए गए शब्दों में सुधार करने का विकल्प होगा।
9. परीक्षा के दौरान, यदि आपको किसी की नकल करते या किसी की मदद करते पाए जाते हैं, तो आपको अयोग्य घोषित कर दिया जाएगा।
10. आपको मोबाइल फोन या कोई अन्य इलेक्ट्रॉनिक/ब्ल्यूटूथ डिवाइस रखने की अनुमति नहीं है।
11. उम्मीदवारों को सलाह दी जाती है कि वे नीचे दी गई कुंजियों और फंक्शन्स का पालन करें:
 - दो शब्दों के बीच सिंगल स्पेस रखें।
 - कंप्यूटर में निम्नलिखित कुंजियाँ टंकण के दौरान अक्षम हो जाएंगी:
 - एंटर कुंजी (Enter Key)
 - एस्केप कुंजी (Escape Key)

- सभी फंक्शन कुंजियाँ(F1 to F12)
- ड्रैग-ड्रॉप (Drag – Drop)
- कॉपी-पेस्ट(Copy-Paste)
- विंडोज़ कुंजी (लेफ्ट एंड राइट)
- कंट्रोल कुंजी (Ctrl+C & Ctrl+V)
- Alt + F4
- इन्सर्ट कुंजी (Insert key)
- डिलीट कुंजी (Delete key)
- होम कुंजी (Home key)
- एंड कुंजी (End Key)
- पेज अप कुंजी (Page UP key)
- पेज डाउन कुंजी (Page Down key)

12. इसके अतिरिक्त, निम्नलिखित सुविधाएँ भी अक्षम/अप्राप्य होंगी: -

- Internet Explorer में मेनू बार एक्सेस करने योग्य नहीं होगा।
- सिक्युर ब्राउज़र विंडो को बंद करने की अनुमति नहीं दी जाएगी।
- सिक्युर ब्राउज़र नेविगेशन बटन अक्षम हो जाएंगे।

13. उम्मीदवारों को निर्धारित समय पर टाइपिंग शुरू करने के लिए **"I am ready to begin"** बटन पर क्लिक करना आवश्यक है।

☐ **मैंने निर्देशों को पढ़ और समझ लिया है।** मुझे आवंटित सभी कंप्यूटर हार्डवेयर उचित कार्यशील स्थिति में हैं। मैं घोषणा करता हूँ कि परीक्षा हॉल में मेरे पास कोई भी प्रतिबंधित गैजेट जैसे मोबाइल फोन, ब्लूटूथ डिवाइस आदि/कोई भी निषिद्ध सामग्री नहीं है/नहीं पहन रहा हूँ/ले नहीं रहा हूँ। मैं सहमत हूँ कि निर्देशों का पालन न करने की स्थिति में, मुझे इस परीक्षा से वंचित किया जा सकता है और/या अनुशासनात्मक कार्रवाई की जा सकती है, जिसमें भविष्य की परीक्षाओं/परीक्षाओं से प्रतिबंध भी शामिल हो सकता है।

Start Demo