

**IMPORTANT INSTRUCTIONS TO CANDIDATES FOR  
Category 'C' (Junior Assistant/Stenographer) Typing Test**

1. This test consist of English and Hindi Typing Test on Computer, **both the tests are mandatory.**
2. The candidates will be provided a passage of approximately 300 words for English Type Test, to be typed within 10 minutes on computer.
3. Similarly, the candidates will be provided a passage of approximately 250 words for Hindi Type Test, to be typed within 10 minutes on computer.
4. Only Inscript Keyboard layout (on Mangal/Krutidev Font) will be used for Hindi Type Test on computer.
5. 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.
6. Candidate can increase text font size options Font+, Font-.
  - A+ Zoom In: Increase the font Size.
  - A- Zoom Out: Decrease the font size.
7. If the candidate completes the passage before 10 minutes duration, the candidate has to immediately press "END TYPING TEST" button.
8. Candidates will have the option to make corrections in the words typed anytime during the entire duration of the examination.
9. 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.**
10. Before start of the actual type test a Practice window of 5 minutes will be provided, candidate can write the sample text during practice typing.
11. Before login, 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.
12. If you are found copying / helping others, you will be disqualified.
13. You are NOT allowed to keep Mobile Phones or any other Electronic / Bluetooth Device.
14. Candidates are advised to follow the Keys and Functions as given below:
  - Put single SPACE between two words.
  - Following **keys** in the computer will be **disabled** in the test environment: -
    - Enter Key
    - Escape Key
    - All function Keys (F1 to F12)
    - TAB Key
    - Insert Key
    - Delete Key
    - Home Key
    - End Key
    - Ctrl Key
  - 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.**

15. Following will be considered as errors:

- Left out words and spelling mistakes will be treated as a full mistake (errors).
- An error in punctuation shall be treated as full mistake (errors).
- Typing of letters, Words, Characters, Symbols, or anything other than the contents of the passage as asked in question paper shall be treated as a full mistake (error).
- Extra words typed shall be **ignored**.

16. **For Hindi Type test** - Marks will be deducted on each mistake (error); [Value of mistake (error)= 0.240 marks]

17. **For English Type test** - Marks will be deducted on each mistake (error); [Value of mistake (error)= 0.2 marks]

18. **Qualifying Speed for Hindi Type test – 25 w.p.m.**

19. **Qualifying Speed for English Type test – 30 w.p.m.**

20. The “**SUBMIT**” button for Stage-II will remain activate during entire duration of the test. If any candidate wants to submit the test, he/she can click on the said button and submit the exam. Else test will get auto submitted at the time when the duration of the test expires. However, after submission he/she will not be able to go out of the Exam Centre. He/she has to remain seated in his/her allotted desk.

21. Candidates are required to click on the “**I am ready to begin**” button to start typing at the stipulated time.