

Instructions for Typing Test

Subject: Junior Secretariat Assistant Typing Test

1. Carefully read the instructions given in order to avoid disqualification, error and time loss. After reading the instructions carefully, click on the check box to proceed.
2. The Typing Speed Test (Stage-III) will be held on 16.02.2021.
3. The Typing Test is qualifying in nature as mentioned in the notification.
4. It is mandatory for all the shortlisted candidates who have qualified the Stage-I (Computer Based Test) & Stage-II (Computer Proficiency Test) examination to appear in Stage-III (Typing Speed Test) except those candidates who have taken exemption from appearing in the typing test held on 21.12.2020 after they produced medical certificate. The Typing Test (Stage-III) held on 21.12.2020 is cancelled and every candidate has to appear for the retest.
5. Candidates opting for English medium should have minimum typing speed of 35 w.p.m which corresponds to 10500 key depressions per hour or 30 w.p.m. in Hindi corresponds to 9000 key depressions per hour.
6. Evaluation of typing speed will be done on the basis of the following formula:

Speed = [(Gross keystrokes typed/5 – incorrect words typed * 10)/ time taken in minutes]

None of incorrect word/mistake to be ignored

e.g. for English, if Gross keystrokes typed = 1850

Incorrect words = 5, Time allotted = 10 minutes

Then, speed = [(1850/5 – 5*10)/10] = 32 wpm

Result: Not qualified as speed is less than 35 wpm

7. After candidate logs into the system, trial typing test will start and to be completed in **2 minutes** wherein Candidate will check keyboard and keys operation. There will be break time of **15 minutes** after the trial test. If any candidate's system keys are not working during this break time, they have to immediately report to the invigilator and get it resolved. The **Actual Typing Test** will begin after the break time as per the information given below. Typing Test will be for 10 minutes.

Subjects	Exam Duration	Overall Duration for (Normal Candidates)	Duration for Compensatory Time Candidates (Scribe Candidates)
JSA English Typing Test	2+15+10 (15 mins for Scribe Candidate)	27 Min	32 Min.

8. The VH candidates will have to bring their own Passage Dictators for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.
9. Since this is a retest, candidate will be allowed to attempt the Typing Test in language, English or Hindi, as opted/used by the candidate at the time of test conducted on 21.12.2020. No change of language is now permitted.
- 10. Typing Test Keyboard Layout of English will be available in English (US) only and font will be Times New Roman. The keyboard layout for Hindi Typing Test will be Remington Gail and font will be Mangal.**

Layouts of Keyboard Supported:

1. For English typing – QWERTY Layout.



2. For Hindi typing -- Remington Gail Layout



Note: The keyboard Layout displayed above is for understanding purpose only.

SPECIAL INSTRUCTIONS TO BE KEPT IN MIND WHILE TYPING

11. Do not use special keys or any key at the time of the examination, which is not necessary for the typing of the words given in the displayed text. Do not type any special characters / symbols except those mentioned in the displayed text.
12. Typing Test will be held in Unrestricted Mode. In Unrestricted typing, candidates will be allowed to proceed with the typing test, even if content is typed incorrectly. The incorrect text will be highlighted in RED colour font in the original text that is displayed in the text box. The text that is typed correctly will be highlighted in GREEN colour.

13. The candidate has to type the word being highlighted in the displayed text without any errors. The word typed correctly will be highlighted in GREEN colour and word typed incorrectly will be highlighted in RED colour as explained in para above. All correct words typed will be highlighted in GREEN and all incorrect words typed will be highlighted in RED.

14. **Each incorrect word highlighted in RED will be treated as one mistake and will be penalised ten times for a ten minutes' test as explained in evaluation criteria mentioned in para 6. None of the incorrect word (mistake) will be ignored. Therefore, candidates are advised to use Backspace key and arrow keys to fix the incorrect word within typed text that is being highlighted in RED. Once the word is corrected the highlighted colour of that word will turn GREEN.**

15. Please ensure that only the word being highlighted in the displayed text is typed. Typing any other word than the highlighted word or typing word subsequent to highlighted word in the displayed text will be treated as incorrect word (mistake) even if the word itself is typed correctly. This/these incorrect word/words will be highlighted in RED colour. Therefore, candidates are advised to ensure that they type the word being highlighted in displayed text and nothing else.

16. **Don'ts**
 - 1) Don't use any **other key or key combination apart** from those that is required to type the given text.
 - 2) Don't enter any special character/symbol other than mentioned in the provided text. (This could skip words, leads to typing error, could be evaluated as typing mistake).
 - 3) **Don't press back space or any other key once the test is submitted and summary is displayed.**

- 17. A link for MOCK TEST for typing will be made live *w.e.f.* 09.02.2021 for candidates to get familiar with typing software as described above.**
18. Be patient during examinations and keep calm. You can contact the invigilator for any problem, such as:-
- a. Key-board error
 - b. Machine automatic shutdown
 - c. Power interruption
 - d. Browser crash
 - e. Artificially expiring session
19. Your candidature can be revoked if you disturb the peace or in some way disrupt the examination or adopt wrong methods / using restricted electronic gadgets such as Bluetooth device, mobile phone, electronic watch, camera etc. and legal action may be taken against you too.
20. Clock has been installed on the server so the remaining time of the exam will be displayed in the countdown timer at the top right corner of your computer screen.
21. Typing test will be submitted automatically as per the given time.
22. Candidates will not be allowed to leave the Examination Hall until the examination ends.

