

Instructions for Typing Test to the post of Junior Secretariat Assistant (Gen./F&A/S&P)

- [1] The skill test in typing is a qualifying test only for participation in Competitive written examination.
- [2] You will have to use the Computer assigned to you and should not leave your seat unless called for.
- [3] You must check that your Computer, keyboard, mouse etc. are perfectly in working condition and sign the undertaking to that effect.
- [4] Your computer has been provided with Pre-set Margin of 1.5" on left side, 1" on right side, 1.5" line spacing with right hand justification. Fonts: Times New Roman size 14 [for English] & Mangal/ Krutidev size 14 [for Hindi]. No change in pre-set Margins, line spacing and Fonts is to be made. Spell Check and Copy-Paste commands have been disabled in your Computer.
- [5] If the Computer goes out of order, the candidate should remain seated quietly and inform the invigilator.
- [6] You will be provided a Speed Test paper of 350 words in English/300 words in Hindi to be typed in 10 minutes.
- [7] After you are given 'start' signal, start typing the passage in 10 minutes on Computer. If you complete the passage within 10 minutes, the same can be repeated from beginning.
- [8] On completion of 10 minutes, you will be given 'stop' signal. You have to stop typing and stand up where you are sitting.
- [9] Once again save your typed passage. When you are given instruction, give Print command. Take out a print of the same and put your signature just after the last word you have typed and hand over typed paper along with Test paper.
- [10] **Only 5% mistakes to unreserved candidates and 7% mistakes to ST/ HH/ Ex-Serviceman candidates will be allowed.** Any mistake in addition to 5/7% will be deducted from the speed attained.
- [11] Candidates committing 5/7% mistakes will only qualify. Answer sheets of candidates committing more than 5/7% errors will not be evaluated.