

General Information for the Candidates (SAR, JAR, JAC):

- i. Candidates will not be allowed to bring any other item in the examination room except their admit card and photo identity proof.
- ii. Typing Test of Paper II will contain a passage of 350 words of similar difficulty level printed in both English and Hindi languages. Candidates will be given the printed test sheet to type the same in duration of 10 minutes using Microsoft Word application in the provided Computer system. Candidates who opt for either English language or Hindi language will be provided equal time duration for typing test. For typing in English, candidates are advised to use commonly used fonts Times New Roman or Calibri with font-size 12 and 1.5 line spacing. For typing in Hindi, candidates are advised to use commonly used fonts Mangal or Krutidev with font-size 14 and 1.5 line spacing.
- iii. Each candidate must type his/her Name, Roll No., Category, Applied Post on the top of every page before starting transcription/typing of the passage.
- iv. For evaluation of transcripts of Typing Test (English/Hindi), the following mistakes would be treated as Full Mistakes:
 - a) For every omission of word/figure.
 - b) For every substitution of a wrong word/figure.
 - c) For every addition of a word/ figure not found in the passage.
- v. For evaluation of transcripts of Typing Test (English/Hindi), the following mistakes would be treated as Half Mistakes:
 - a) Spacing Errors: Where no space is provided between two words, e.g., ãhopeö or undesired space is provided between the words or letters of a word e.g., hope I have, ã h aveö
 - b) For every spelling error, committed by way of repetition/addition /transposition/omission/substitution of a letter/letters e.g. The word ãspellingö typed as seeplingsöetc.
 - c) Wrong capitalization: wrong use of capital letter for small letter and vice-versa. (This does not apply to Hindi typewriting scripts).
- vi. Unreserved candidates (UR) committing more than 7% errors and reserved category (SC, ST, OBC, PH) candidates committing more than 10% errors in the transcript will not be included in preparation of the Merit List. The Institute reserves the right to amend or relax the modalities/criteria if required at any point of time. The decision of the Institute in this regard will be final and cannot be challenged.
- vii. After completion of the typing test of 10 minutes duration, the candidates will be provided the question paper/exercise sheet for the Word Processing & Spreadsheet Proficiency Test which has to be completed in 20 minutes duration using Microsoft Word and Microsoft Excel applications respectively. Invigilator/s will announce the start and stop time of the test. Each candidate must type his/her Name, Roll No., Category, Applied Post on the top of every page before starting Proficiency Test.
- viii. Evaluation of Typing Test will be done for 60 marks Maximum. There will be deduction of one mark for full mistake and half mark for half mistake (Full and half mistakes will be marked as mentioned above). For the candidates who appear for the Typing test in both Hindi and English languages, the

language in which they score higher marks will only be considered for preparation of the Merit List. Word Processing & Spreadsheet Proficiency test will be evaluated for 40 marks Maximum based on correctness of performing the given tasks.

- ix. The Word Processing & Spreadsheet proficiency test papers of the Unreserved candidates (UR) who commit more than 7% errors and reserved category (SC, ST, OBC, PH) candidates who commit more than 10% errors in the typing test transcript will not be evaluated since typing is an essential qualification for the respective posts.