

IMPORTANT INSTRUCTIONS TO CANDIDATES FOR THE POST OF SENIOR PERSONAL ASSISTANT EXAMINATION-2023 (STAGE-I) ENGLISH TYPING TEST

1. This Stage-I test consists of English Typing Test on Computer.
2. The candidates will be provided a passage for English Type Test, to be typed within 10 minutes on computer to assess candidates' minimum speed of 40 words per minute in English Typing on Computer.
3. 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.
4. Candidate can increase screen size through the following options:
 A+Zoom In: Increase the Text Size.
 A- Zoom Out: Decrease the Text size.
5. A Passage (in English) will be displayed on the upper half portion of the screen. Candidate will be required to type the passage on the computer in the same format in the bottom half portion of the computer screen. In order to view the whole passage, candidate needs to scroll down with the help of mouse.
6. Candidates will have the option to make corrections in the words typed anytime during the entire duration of the examination.
7. Candidate has the option to press Backspace key, however, the timer will count the time elapsed using Backspace key.
8. 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.
9. The computer terminal allotted to the candidate will display the Welcome login screen. For login, the candidate will have to enter his/her login-ID and password.
10. After login, at the designated time of the start of the examination, the candidates will be able to proceed and see the passage on the computer screen.
11. Before start of the actual type test a Practice window will be provided, candidate can practice typing of the sample text during this Practice Window.
12. 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.
13. If you are found copying / helping others, you will be disqualified.
14. You are NOT allowed to keep Mobile Phones or any other Electronic / Bluetooth Device.
15. 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.*
 - *Spell check will be disabled.*

16. Following will be considered as errors:

- Omission or substitution of a word/figure (full mistake)
- Omission or wrong insertion of a Punctuation Mark including Capital Letters (half mistake)
- Spelling Error in a word or wrong placement of commas in a figure or wrong typing of a date. (full mistake) One Mistake irrespective of the number of errors in one single date. For example, if the date 15.04.2012 is wrongly typed as 15-04-2012 or 16.03.2011, it will be treated as One Mistake. Further, If same spelling error is repeated while typing the passage, total one mistake irrespective of number of errors, otherwise (if spelling error is different), one mistake for every such spelling error. Similarly, one mistake for every wrong figure or wrong placement of commas in a figure.
- Improper spacing between two words (half mistake)
- Typing of letters, Words, Characters, Symbols, or anything other than the contents of the passage as asked in question paper (full mistake).
- For English Type test –The criterion of “characters with space” for calculating the typing speed will be adopted and total number of mistakes permissible would be 3% of the total words typed.
- No. of words typed to be counted. = Total strokes (with spaces) typed divided by 5.
- Typing speed to be counted. = No. of words typed divided by the duration of test.

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