

**IMPORTANT INSTRUCTIONS TO CANDIDATES FOR THE SKILL  
TEST FOR THE POST OF SSA  
ENGLISH/HINDI TYPING TEST**

1. Candidates can opt to appear either in English or in Hindi Typing Test. Default Language will be English. In case, the candidate wants to appear in Hindi language, he/she will have to raise concern at the Examination Center at the time of examination and the language in such cases will be set to Hindi accordingly. Language once opted cannot be changed under any circumstances.
2. The Candidate will be provided a passage for English/Hindi Type Test, to be typed within 10 minutes on computer to assess candidates' typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to 10500 Key Depression Per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. PwBD candidates eligible to get scribe will get 15 minutes to complete the passage.
3. Those candidates who have opted for Hindi medium in Computer Skill Test are hereby informed that MANGAL FONT will be used in the Computer Skill Test in Hindi medium with INSCRIPT KEYBOARD LAYOUT.
4. VH candidates are advised to bring their own Braille Device in case of requirement. VH Candidate using Braille machine will be allocated workstation at a separate and isolated place. No attendant other than passage dictator for eligible VH candidates will be allowed inside the examination hall. The Passage dictator will only read out the passage to the eligible VH candidates within the allotted time period and typing will be done by candidates. Under no circumstances shall the passage dictator touch key board at any time. All the data entry shall be done by the candidates himself/herself. Candidates availing the services of passage dictator will not be allowed to use the magnification feature of the computer / typing software (if provided).
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. A Passage (in English/Hindi) 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.
7. Candidates will have the option to make corrections in the words typed anytime during the entire duration of the examination.
8. Candidate has the option to press Backspace key, however, the timer will count the time elapsed using Backspace key.
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 or Bluetooth Device.
15. Candidates are advised to follow the Keys and Functions as given below:
  - Put single SPACE between two words.
16. Following will be considered as errors:
  - Left out words and spelling mistakes will be treated as a full mistake (errors).
  - An error in paragraphing and 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).
17. No. of words typed to be counted= Total strokes (with spaces) typed divided by 5.
18. Typing speed to be counted= No. of Correct words typed divided by 10.
19. Candidates are required to click on the "I am ready to begin" button to start typing at the stipulated time.