



Important Instructions of Typing Test

1. Ensure keyboard Caps Lock and Num Lock status, whether it is ON/OFF.
2. The typing test is being organized in English language Times New Roman.
3. Candidate has to take care of Synchronized Typing between content (Typing Matter) **RED** color highlighted at the above half portion of source window (Typing Matter) and corresponding position of cursor being typed at the bottom half portion of window. Content typed, out of synchronization are reckoned as Errors. Skipped/Missed word is treated as error.
4. While doing typing, if a candidate intends to correct any mistake in a particular word, he/she can do so by pressing back space button on Keyboard before pressing the Space Bar. But if a SPACE BAR is pressed after typing a word the software will not permit the candidate to correct the mistake in that particular word.
5. The use of the following Key Combinations on the software will also be prohibited: -
 - a - Ctrl+F4
 - b - Alt+F4
 - c - Ctrl+Esc
 - d - Ctrl+Alt+Delete
 - e - Alt+Tab
 - f - Alt+Space
 - g - Alt+Esc
 - h - Right Click Key
 - i - Start (Window key) + Function Key
6. Candidate's Performance on Computer Typing will be done by software while typing is in progress and taking into account both his/her Speed and Accuracy.
7. If the candidate uses the prohibited key or intentionally tamper with the accumulated data / source code in the computer, it changes or erases it from the computer, then the candidature of such candidate can be canceled by this examination and Upcoming examinations, and can also be done by Debar him and the action against the related candidates will also be done under the Information Technology Act-2000.
8. Candidates will neither see the computer screen nor talk to each other. An attempt to catch or duplicate the conversation will be deemed to be an inappropriate instrument and appropriate action will be taken against the candidates / candidates.
9. The use of any communication device, such as mobile phones, pagers etc., is restricted to the examination center.