

STAFF SELECTION COMMISSION

Instructions to the candidates for Typewriting test (On computer)

1. The Commission will provide the computer for the test.
2. The skill test in typewriting is a qualifying test only. It will consist of one paper on running matter in the following manner:

Skill test norms on computer: English typing @ 35 w.p.m. (Time allowed - 10 minutes)
(35 w.p.m. correspond to 10500 KDPH on an average of 5 key depressions for each word)
3. Candidates are required to report at the venue at the reporting time indicated on their Admission certificate. The candidate must bring Admission Certificate issued to him/her by the Commission along with Authorization Letter issued by their Department for securing admission to the Test of Stenography, one passport size photograph, original Identity Card issued by their Department and self-attested photocopy of Identity Card.
4. The candidates will be required to take their seats 10 minutes before the commencement of the test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the invigilator.
5. Candidates should type their particulars (roll number, etc.) in the space provided on the screen, verify his/her personal details on the next screen and press the button "CONFIRM".
6. After completing the typing of the passage once, candidates are advised not to re-type the passage. If spare time is available, candidates may utilize the time for checking the typescript and making corrections.
7. Immediately after the typewriting test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the typewriting passage given to him/her on a separate sheet and will have to put his/her name, Roll No. and signature at the end.
8. Candidates should not tear any sheet given to them. When the printout of the passage typed by him is given to him, he must write his roll number and name on each page, sign and handover to the invigilator.
9. Candidate must return the Question Paper along with their scripts to the Invigilator. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall.
10. Candidate will be required to sign the attendance sheet with his/her Roll number. He/she will be required to put his/her Left Hand Thumb Impression and fill in details with own handwriting before the beginning of the Test.

11. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
12. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write, or erase after the expiry of the allotted time.
13. Silence must be observed in the Examination Hall.
14. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
15. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Commission may deem fit.
16. Any request for change in time/date/centre/medium of the typewriting test will not be entertained by the Commission under any circumstances.
17. Candidates must start typing from the beginning of the Question paper and must complete the whole paper.
