

## Instructions for Typing Test

### Subjects: JSA English Typing Test

1. Carefully read the instructions given in order to avoid disqualification, error and timely loss. After reading the instructions carefully, click on the check box to proceed.
2. The Computer Proficiency Test (Stage-II) & Typing Speed Test (Stage-III) will be held on 21.12.2020 on the same date.
3. Both the tests are qualifying in nature as mentioned in the notification.
4. Displayed text on desktop computer is to be typed in English only as opted by the candidate in the online application form.
5. It is mandatory for all the shortlisted candidates for Stage-II & III examination to appear in both the tests.
6. Candidates opting for English medium should have minimum typing speed of 35 w.p.m which corresponds to 10500 key depressions per hour.
7. After candidate logs into the system, Mock typing test has to start and to be completed in **2 minutes** wherein Candidate will check keyboard and keys operation. There will be break time of **10 minutes** after the mock test. If any candidate system keys are not working during this break time, they have to immediately report to the invigilator and get it resolved. The **Actual Typing Test** will begin after the break time as per the information given below.

Subjects	Exam Duration	Overall Duration for (Normal Candidates)	Duration for Compensatory time Candidates (Scribe Candidates)
JSA English Typing Test	2+10+10 (15 mins for Scribe Candidate)	22 Min	27 Min.

8. The VH candidates will have to bring their own Passage Dictators for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.
9. Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test because of a physical disability may be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (available on DDA's website) from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him/ her to be permanently unfit for the Typing Test because of a physical disability at the time of Typing Test.

Otherwise their claim for seeking exemption from Typing Test will not be entertained by the Delhi Development Authority. .

10. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per Annexure-X to Annexure-XII of the Notice of Examination, as applicable,
11. Typing Test will be in English.
- 12. Typing Test Keyboard Layout of English will be available in English (US) only and font will be Times New Roman.**
13. Do not use special keys or any key at the time of the examination, which is not necessary for the typing of the words given in the displayed text. Do not type any special characters / symbols except those mentioned in the displayed text.
14. Type the word / words mentioned in the displayed text without any errors. When typing a word, use Backspace key and arrow keys to fix that word within typed text.
15. Be patient during examinations and keep calm. You can contact the invigilator for any problem, such as:-
  - a. Key-board error
  - b. Machine automatic shutdown
  - c. Power interruption
  - d. Browser crash
  - e. Artificially expiring session
16. Your candidature can be revoked if you disturb the peace or in some way disrupt the examination or adopt wrong methods / using restricted electronic gadgets such as Bluetooth device, mobile phone, electronic watch, camera etc. and legal action may be taken against you too.
17. Clock has been installed on the server so the remaining time of the exam expiry will be displayed in the countdown timer at the top right corner of your computer screen.
18. Typing test will be submitted automatically as per the given time.
19. Candidates will not be allowed to leave the Examination Hall until the examination ends.

### **Don'ts**

1. Don't use any **other key or key combination apart** from those that is required to type the given text.
2. Don't enter any special character/symbol other than mentioned in the provided text. (This could skip words, leads to typing error, could be evaluated as typing mistake).
3. **Don't press back space or any other key once the test is submitted and summary is displayed.**