



अधिसूचना/NOTIFICATION

No. Rectt/Admin Posts/2021-Pers

June 6, 2023

Computer based typing test for the post of Junior Secretariat Assistant(JSA) and proficiency test in stenography for Jr. Stenographer posts in Hindi and English

Examination Instructions for Candidates and Demo Link for English & Hindi Typing

1. Candidates are advised to read carefully and follow the instructions given below.
2. **Original educational qualification certificates are not required on the exam day.**
3. Exam will be conducted in English and in Hindi in Krutidev010 font.
4. Two Minutes Practice/Trial Test shall be given to the candidates for checking keyboard on exam day.
5. After Completing “**Trial/Practice Test**” a Login window will appear in which you will enter your Roll. No. and Password (to be informed at the exam time).
6. Exam shall be taken on Computer only and exam paper shall be displayed onscreen FOR TYPING TEST for JSA Post.
7. Once you click on **Login Button**, the candidate details will appear and after confirming your details your **Actual Test** will start on exam day & time.
8. The duration of the actual typing test for JSA Post shall be 10 minutes only and for Jr. Stenographer post, a 10 minute dictation will be given and transcription time will be 50 minutes in English / 65 minutes in Hindi.
9. "Please Save and Submit your test before time ends" then Click '**Print Option**' and system will proceed to take printout of the typed text, sign on it and submit the printed copy to the invigilator when informed.
10. Please practice the demo test carefully for English/Hindi Typing and check keyboard layouts given. No query shall be entertained in this regard on the exam day. **The Demo Test Link is given at the end of this Notification.**
11. Candidates must sign on the Attendance sheet on the day of Exam.
12. For any query, please email at Helpdesk recruitment@iip.res.in.
13. The test shall be evaluated based upon each correctly typed / incorrectly typed words @ 30 wpm for HINDI and @ 35 wpm for ENGLISH for JSA Post.
14. REPORT AT EXAM VENUE AT LEAST 90 MINUTES BEFORE TIME. NO CANDIDATE WILL BE ALLOWED AFTER GATE IS CLOSED.
15. Carry your Vaccination Proof/Certificate at venue along with your Admit Card and Photo ID Proof such as Voter ID Card/Aadhaar Card/Driving License/PAN CARD.

16. In case of the following errors, if any, please be patient and contact the invigilator for assistance:
- Keyboard error
 - Machine auto lock
 - Power disruption
 - Browser Cache
 - Forced session time-out

In case of any of the above technical failure, do not worry, as you will be allowed to re-login and complete assessment time will be provided for test evaluation.

Do's

Before actual test, take Practice/Trial test to ensure Hindi/English language (Kruti Dev010 Font for Hindi) as well as (English alphabets for English).

- Make sure there is no extra space between two words.
- Submit as soon as you complete the test.

Don'ts

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

Wishing You All The Best !!!!!!!!!

Demo Link For English Typing & Hindi Typing in KrutiDev010 Font are given as under



[Demo Link for Skill Test in Hindi](#)



[Demo Link for Skill Test in English](#)


(Anjum Sharma)

Sr. Controller of Administration