

Instruction to the candidates for Typing Test for recruitment of JSA

1. Candidates are required to report at the venue at least 15 mins before the reporting time indicated on their Call Letter. The candidate must bring the Call Letter issued to him/her by the Institute for securing admission to the test.
2. Travelling and other expenses must be borne by the candidates themselves.
3. The candidates will be required to take their seat ten minutes before commencement of the Test. If the computer goes out of order during the test, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator. Necessary arrangements will be made to ensure completion of their test.
4. Candidates should type their Roll No. and password to be provided to them at the venue, in the appropriate space on the screen and verify personal details on the next screen and press the button 'SUBMIT'.
5. The medium of Typing Test will be in Hindi and English. The candidates will have to opt for the medium of Typing Test at the venue. Only "Kruti Dev" font will be used for Hindi typing test.
6. Candidate opting for English medium should have Typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depression per hour respectively.
7. The speed will be adjudged on the accuracy of typing on the computer of a given text passage in 10 minutes.
8. Candidates who had used scribe in the written examination will be given compensatory time of 5 minutes. Therefore duration of Typing Test for such candidates will be 15 minutes.
9. Passage Dictator will be provided to those VH candidates 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.
10. Candidates with disability who claim to be permanently unfit to take the Typing Test because of a physical disability may, with the prior approval of the Director, CGCRI, be exempted from the requirement of appearing and qualifying at such test, provided such a candidate submits a Certificate in the prescribed format (**Annexure-I**) to the Director, CGCRI 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. Such an exemption should be obtained by the candidate within 5th

January, 2022 failing which any claim for seeking exemption from Typing Test will not be entertained by the Institute.

11. Every candidate will be provided an attendance sheet with his/her Roll Number. He/She will be required to sign it before the beginning of the Test.
12. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
13. On completion of the test, the candidates shall remain seated at their desks and wait for further instructions. They must not type, write or erase after the expiry of the allotted time.
14. Silence must be observed in the Examination HALL. 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.
16. Any request for change in time/date/Centre/medium of the test will not be entertained by the Institute under any circumstances.
17. Possession of mobile/cellular phones/ or any communication gadgets (whether in use of not) in the examination hall is strictly prohibited. Candidates are advised in their own interest to bring these gadgets to the examination venue as there may be limited facility for safe-keeping.

ANNEXURE – I

Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities who seek exemption from appearing in the Typewriting Test in Computers.

This is to certify that Sh./Smt./Kum _____ son / daughter / wife of Shri _____ is suffering from _____.

Clinical diagnosis as a result of which he / she has the following disabilities: (Brief description of his / her disabilities) _____

This is a permanent disability and the extent of his / her disability works out to _____% of disability.

This disability is likely to interfere with Typewriting (specify): _____

Photograph of the candidate clearly showing face with the affected portion of the body.

Signature of Civil Surgeon:

Name:

(Official Stamp)

Place:

Date:

Signature of the Candidate:

Name:

Roll Number: