

Instructions for Typing Test

1. The skill test in typing is a qualifying test only for participation in Competitive written examination.
2. You will have to use the Computer assigned to you and should not leave your seat unless called for.
3. You must check that your Computer, keyboard, mouse etc. are perfectly in working condition and sign the undertaking to that effect.
4. Your computer has been provided with Pre-set Margin of 1.5" on left side, 1" on right side, 1.5" line spacing with right hand justification. Fonts: Times New Roman size 14 [for English] & Mangal or Krutidev fonts - size 14 [for Hindi]. No change in pre-set Margins, line spacing and Fonts is to be made. The candidates are not allowed to use the commands/keys such as Spell Check, Copy-Paste, delete, backspace for typing test.
5. For Hindi, if candidate(s) wish to type in the font other than Mangal or Krutidev fonts, he/she may bring the relevant font with him/her in pen drive.
6. If the Computer goes out of order, the candidate should remain seated quietly and inform the invigilator.
7. Save the answer sheet by typing your Roll No. and Category UR/OBC/SC/OH/VH or ST/HH/Ex-Serviceman at the top [Use Save as command].
8. You will be provided a Speed Test paper of 350 words in English/300 words in Hindi to be typed in 10 minutes.
9. After you are given 'start' signal, start typing the passage in 10 minutes on Computer. If you complete the passage within 10 minutes, the same can be repeated from beginning.
10. On completion of 10 minutes, you will be given 'stop' signal. You have to stop typing and stand up where you are sitting.
11. Once again save your typed passage. When you are given instruction, give Print command. Take out a print of the same and put your signature just after the last word you have typed and hand over typed paper along with Test paper to the Invigilator.
12. Only 5% mistakes to UR/OBC/SC/OH/VH candidates and 7% mistakes to ST/HH/Ex-Serviceman candidates will be allowed. Any mistake in addition to 5/7% will be deducted from the speed attained.
13. Answer sheets **of candidates who have not completed the passage will not be evaluated.**
14. Typing Test papers of the candidates will be evaluated as per CSIR Letter No.- 7-4(3)/2006-R&A dated 12.03.2007, Letter No. 5-1(116)/2011-PD dated 23.04.2014, Letter No. 5-1(116)/2011-PD dated 13.07.2015 and other instructions issued by Govt. of India/CSIR from time to time on the subject.