

## Instructions for Typing Trade Test for Junior Secretariat Assistant in English on 03.08.2023 (Thursday) at NITTTR, Sector 26, Chandigarh

### Reporting Time:

All the shortlisted candidates are requested to report in the Auditorium at NITTTR, Chandigarh on **3<sup>rd</sup> August, 2023 at 08:30 AM** for documents verification and for trade test at least one hour prior to scheduled time.

Typing Trade Test will be held in Four Batches as detailed below:

First Batch	: 11:00 AM onwards
Second Batch	: 12:00 Noon onwards
Third Batch	: 01:00 PM onwards
Fourth Batch	: 03:00 PM onwards

Batch	Candidates	
First Batch	40; (Merit Ranks from Sl. No. 01 to 40)	Including UR, SC, EWS and OBC category Candidates.
Second Batch	40; (Merit Ranks from Sl. No. 41 to 80)	
Third Batch	40; (Merit Ranks from Sl. No. 81 to 120)	
Fourth Batch	10; (Merit Ranks from Sl. No. 121 to 130)	

### General Instructions:

- Candidate must bring the copy of e-Admit Card downloaded at the time of Written Test held on 10.06.2023 and he/she must carry any Govt. approved Photo Identity Proof (in original) during the Typing Trade Test.
- Candidate's admission to Typing Trade Test is provisional only. Mere appearing in the test and qualifying the same does not in any way entitle the candidate for appointment to the post applied for. Appointment to the post is subject to fulfilment of prescribed qualification, experience, verification of documents and position in merit list.
- Candidate shall put his/her signature on the Attendance Sheet for document verification and trade test separately and handover the e- Admit Card to the invigilator. Biometrics of candidates will be recorded and shall be compared with already recorded during written test.
- **Mobile phones or any type of high-tech gadgets, pen drives etc. shall not be allowed in the examination hall. A candidate found holding above gadgets will be disqualified.**
- No outsider will be allowed in the premises during the conduct of the trade test.
- Pin-drop silence is required at the time of typing.
- Candidates will be provided with a computer, a keyboard and a mouse.
- **Candidates shall test the computer machine for its use, before typing the given para and give an undertaking that he/she is satisfied with the computer system.**
- English Type Test (FONT : Times New Roman, Size : 12 points)
  - Typing @ 30 wpm : 10 Minutes
  - Break (save as file name: Roll Number) : 1 Minute
  - Taking printouts of typed para
- Before the typing, the invigilator will announce 'START'. Only then the candidates will start typing the given para on the computer. After the typing time is over, the invigilator will announce 'STOP' and immediately, printout of typed content will be taken from the candidates. No more time will be allowed after announcement of the word, 'STOP'. The candidates have to type the para 'AS IT IS'.
- Printouts will be collected (**signed by the candidate and invigilator**) before allowing the candidates to leave the venue.
- The **decision of the examination controlling authority will be final and binding** on the candidates.
- The candidates must note that **there will be no re-test** because of any reasons.
- The **interim enquiries** for result or other information **will not be entertained**. The candidates must visit regularly the Institute's website for the information.



**Guidelines for Evaluation of Typing Trade Test (English) for the post of  
Junior Secretariat Assistant**

**Nature of Mistakes**

The following errors will be treated as mistakes:-

- i. For every omission of a word/figure.
- ii. For every substitution of a wrong word/figure.
- iii. For every addition of a word/figure not found in the passage.
- iv. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/letters, e.g. the word 'spelling' typed as seepings; seplling; speling; seepling; spelling etc.
- v. For repetition of word/figure, e.g. 'I **shall shall** be grateful.....'
- vi. Incomplete words (half typed words) will be treated as mistake.
- vii. Spacing Errors: Where no space is provided between two words, e.g. '**Ihope**', or undesired space is provided between the words or letters of a word e.g. '**I h ave**' (space left between a word).
- viii. Wrong Capitalisation: Wrong typing of a capital letter for small letter or vice-versa.
- ix. Punctuation Errors: Where the punctuation mark is omitted or added or substituted by another.
- x. Transposition Errors: Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.
- xi. Paragraphic Errors : One mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e., paragraph given manual spaces; without pressing the **Tab Key**, will be treated as a mistake.
- xii. The candidates are expected to type the words/figures and numerical/years in the manner as given in the Question Paper. Mistake will be treated if a candidate types differently or in other language.
- xiii. The repetition of one or more lines will be considered as one mistake.

**NOTE:**

Any corrections made by pen or pencil will be treated as a Mistake.

