INSTRUCTIONS FOR DOMAIN SKILL TEST
(For the post of Personal Assistant vide Advt. No. 233/2024)

1. Any request for change in time/date/centre/medium of the test will not be entertained under any circumstances.

2. Carefully read the instructions given in order to avoid disqualification.

3. The domain skill test comprises of two Parts: **Part I** – Stenography Proficiency Test and **Part II** – Typing Speed Test. Both the tests are qualifying in nature and it is mandatory for the candidate to appear and qualify both the tests.

4. The Stenography Proficiency Test (**Part I**) comprises of one dictation in :

    (i) **English** for 10 minutes at the speed of 100 w.p.m. (short hand test) followed by 40 minutes for transcription (8 % errors / mistakes only are allowed for qualifying)

    OR

    (i) **Hindi** for 10 minutes at the speed of 100 w.p.m. (short hand test) followed by 55 minutes for transcription (8 % errors / mistakes only are allowed for qualifying).

5. Typing Speed Test (**Part II**) will be held on **11.01.2025** on the same day.

6. For Typing Speed Test (duration 10 minutes) in **English** (as opted by the candidate), the displayed text on desktop computer screen is to be typed only as opted by the candidate.

7. For Typing Speed Test (duration 10 minutes) in **Hindi** (as opted by the candidate), the typed text will be given which is to be typed by the candidate.

8. Candidates opting for **English medium** should have minimum typing speed of 40 w.p.m. which corresponds to 12000 key depressions per hour. Candidates who have opted for **Hindi medium** should have minimum typing speed of 30 w.p.m. which corresponds to 9000 key depressions per hour.

9. After the candidate logs into the system, mock typing test has to be started and completed in 2 minutes wherein candidate will check keyboard and key operation. There will be break time of 10 minutes after the mock test. If any candidates' system keys are not working, it has to be immediately reported to the invigilator during the break and get it rectified. The actual typing test will begin after the break time. The break time can be extended beyond the prescribed duration till all issues of hardware system are resolved.

10. Typing Test keyboard layout of English will be available in English (US) only and font will be Times New Roman with font size of 12.

11. Do not use any special key or any other key at the time of the examination, which shall not be necessary for the typing of words given in the displayed text. Do not type any special character / symbol except those mentioned in the displayed text.

12. Type 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.

13. Be patient during examination and keep calm. You can contact the invigilator for any problem, such as:-
    i. Key-board error
    ii. Machine automatic shutdown
    iii. Power interruption
    iv. Browser crash
    v. Artificially expiring session

14. 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. for which legal action may be taken.

15. Clock has been installed on the server to indicate the remaining time for the exam expiry in the countdown timer of the candidate's computer screen.

16. Typing test will be submitted automatically as per the given time.

17. No internet access will be provided to the candidate during the examination. Any candidate found using internet will be disqualified by the Examination Conducting Authority.

18. Candidates will not be allowed to leave the Examination Hall till the end of the examination.

19. The candidate may note that there is no provision of re-test or re-evaluation in the domain skill test.

20. Smoking / chewing tobacco in the Examination Hall is strictly prohibited.

21. Every candidate will be supplied with a photo bearing attendance Sheet with his / her Roll number. He / She will be required to sign it before the commencement of the examination.

22. **Candidate digital photograph and thumb impression shall be captured at the examination centre.**

23. Frisking at the examination venues will be carried out by the security personnel. Candidate must reach the examination centre well in time.

24. The mere fact that appearing in the domain skill test does not imply that the entries made by candidates in their application for the appointment in NITTTR, Chandigarh have been accepted as true and correct.

25. Impersonation (to assume the identity of another with intent to deceive) is forbidden. Such persons will be handed over to local police for further action.

26. The examination centres will be under surveillance of CCTV.

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, lead to typing error, could be evaluated as typing mistake).

3. Don't press backspace or any other key once the test is submitted and summary is displayed.

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