Stage-III (Typing Test)

Instructions for (Typing Test)

Subject: Stenographer Grade - D [Post Code: 22] (Typing Test)

1. Kindly read the instructions carefully given in order to avoid disqualification, error and time loss. After reading the instructions carefully, click on the check box to proceed.

2. Displayed text on desktop computerize to be typed in **ENGLISH** or **HINDI** only as opted by the candidate in the online application form.

3. Typing Test is <u>qualifying in nature</u> as mentioned in the notification.

4. It is mandatory for all the shortlisted candidates who have qualified the Stage-I (CBT) to appear in Stage-II (Skill Test) except those candidates who wish to exemption the typing test as per Para-9.5 and they will produce medical certificate in the prescribed format.

5. Candidates opting for English medium should have minimum typing speed of **40 w.p.m.** and for Hindi medium should have minimum typing speed of **35 w.p.m.**

6. Evaluation of typing speed will be done on the basis of the following formula:

$$\text{Speed} = \frac{[(\text{Gross key strokes typed} \div 5) - (\text{incorrect words typed} \times 10)]}{10 \ (\text{allotted time in minutes})}$$

None of incorrect word/mistake is to be ignored.

Example: for English, if Gross key strokes typed = 2200

Incorrect words = 5,

Alloted Time=10 minutes

Then,

$$\text{Speed} = \frac{[(2200 \div 5) - (5 \times 10)]}{10} = 39 \text{ WPM}$$

<u>**Result**</u>: Not qualified as speed is less than 39 WPM.

7. हिंदी माध्यम टाइपिंग परीक्षा का मूल्यांकन निम्न लिखित फॉर्मूले के आधार पर किया जाएगा:

$$\text{स्पीड} = \frac{[(\text{टाईप किये गये कुल की } - \text{स्ट्रोक} \div 5) - (\text{टाईप किये गये कुल गलत शब्द} \times 10)]}{10 \text{ मिनट (दिया गया समय)}}$$

कोई भी अशुद्ध शब्द/गलती की अनदेखी नहीं की जायेगी।

<u>उदाहरण</u> :

टाईपकियेगयेकुलकी-स्ट्रोक   = 1950

गलतशब्द   = 5

दियागयासमय   =10 मिनट

स्पीड= $\dfrac{[(1950 \div 5) - (5 \times 10)]}{10}$ = 34 शब्द प्रति मिनट

परिणाम: स्पीड 34 शब्द प्रति मिनट से कम होने पर पास नहीं किया जाएगा।

8. After candidate logs in to the system, trial typing test will start and to be completed in **2 minutes** wherein candidate will check keyboard and keys operation. There will be break time of **10 minutes** after the trial test. If any candidate-system's keys are not working during this break time, they have to immediately report to the invigilator and get it resolved. The **Actual Typing Test** will begin after the break time as per the information given below. Typing Test will be for **10 minutes**.

Subject	Exam Duration	Overall Duration for (Normal Candidates)	Duration for Scribe Candidates with Compensatory Time
Stenographer Grade-D (Typing Test)	2 min (Mock Test) + 10 min (Break Time) +10 min (Actual Typing Test) (5min extra time for Scribe Candidate)	22 Minutes	27 Minutes

9. The VH candidates will have to bring their own Passage Dictators 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. Typing Test Keyboard Layout of English will be available in **English** (US) only and font will be **Times New Roman.**

For English Typing Test–QWERTY Layout.

11. हिंदी के टाइपिंग टेस्ट के लिए फ़ॉन्ट **Mangal** होगा। कीबोर्ड ले आउट-**Remington Gail** में उपलब्ध होगा।

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1. Do not use special keys or any key at the time of the examination, which is not necessary for the typing of the words given in the displayed text. Do not type any special characters /symbols except those mentioned in the displayed text.

2. Typing Test will be held in **Unrestricted Mode**. In Unrestricted typing, candidates will be allowed to proceed with the typing test, even if content is typed incorrectly. The incorrect text will be highlighted in **RED colour** font in the original text that is displayed in the text box. The text that is typed correctly will be highlighted in **GREEN colour**.

3. The candidate has to type the word being highlighted in the displayed text without any errors. The word typed correctly will be highlighted in **GREEN colour** and word typed incorrectly will be highlighted in **RED colour** as explained in para above. All correct words typed will be highlighted in **GREEN** and all incorrect words typed will be highlighted in **RED**.

4. Each incorrect word highlighted in RED will be treated as one mistake and will be penalised with ten times weightage / multiplication factor as explained in evaluation criteria mentioned in para 6. None of the incorrect word (mistake) will be ignored. Therefore, candidates are advised to use Backspace key and Arrow keys to fix the incorrect word within typed text that is being highlighted in RED. Once the word is corrected the highlighted colour of that word will be turned in GREEN colour.

5. Please ensure that only the word being highlighted in the displayed text is typed. Typing any other word than the highlighted word or typing word subsequent to highlighted word in the displayed text will be treated as incorrect word (mistake) even if the word itself is typed correctly. This/these incorrect word/words will be highlighted in RED colour. Therefore, candidates are advised to ensure that they type the word being highlighted in displayed text and nothing else.

6. **A link for MOCK TEST for typing may be made live *in due course of time* at DDA's official website i.e. dda.gov.in→ Jobs & Intership → View All → latest Jobs→ Job Category → Direct Recruitment 2025 for candidates to get familiar with typing software as described above.**

7. Be patient during examinations and keep calm. You can contact the invigilator for any problem, such as:-

    a. Key-board error
    b. Machine automatic shutdown
    c. Power interruption
    d. Browser crash
    e. Artificially expiring session

8. 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. and legal action may be taken against you too.

9. Clock has been installed on the server so the remaining time of the exam will be displayed in the countdown timer at the top right corner of your computer screen.

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

11. Candidates will not be allowed to leave the Examination Hall until permitted to do so.

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

3. **Don't press back-space or any other key once the test is submitted and summary is displayed.**

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➢ Patwari   Post Code: 23

➢ **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of every day observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations/Institutions etc. General awareness with special emphasis on the History, Culture, Demography, Geography & Economy of Delhi, Administrative set up and Governance in NCT of Delhi.