

Food Safety & Standards Authority of India (FSSAI)

**Instruction to the Candidates for Stenography Skill Test for the post of
Personal Assistant (On Computer)**

1. FSSAI will provide the Computer and Shorthand Notebook for the test. No candidate will be allowed to bring his/her own key board.
2. For Shorthand test (on computer) at the speed of 80 words per minute, the scheme of Test is as under:-

Post	Skill Test Norms on Computer
Personal Assistant	Dictation : 10 minutes@ 80w.p.m Transcription : 50 minutes (English) 65 minutes (Hindi)

3. Candidates are required to report to the Supervisor/Invigilator at the reporting time indicated on their letter for Skill Test. The candidates must bring '**letter for Skill Test**' sent to them by FSSAI for securing admission to the skill Test of Personal Assistant duly filled in their own handwriting.
4. Candidates are required to bring self attested copies of the following certificates/documents at the time of skill test, failing which, they may not be permitted to appear for the skill test.
 - i. Matriculation or equivalent certificate in support of date of birth.
 - ii. Education Certificate in support of educational qualifications
 - iii. SC/ST/Ex-Serviceman/OBC/PH certificate in the 'PRESCRIBED' format issued by the competent authority, in case candidates belongs to any such category.
 - iv. "No Objection Certificate" if the candidates is in Central Government Employment and seeks age relaxation available to such eligible candidates.
 - v. Two recent passport size photographs.
 - vi. A photo bearing identification certificates such as Passport, Voters Card, Driving License and PAN Card etc.
5. Travelling and other expenses must be borne by the candidates themselves.
6. The candidates will be required to take their seat ten minutes before commencement of the Stenography skill test. If the computer goes out of order during transcription, the candidate should not shout or disturb others, but should remain seated quietly and inform the invigilator.
7. Candidates should type their particulars (CBT Roll No/FSSAI Registration No.) in the space provided on the screen, verify personal details on the next screen and press the button 'CONFIRM'. He/she should familiarize himself with the Instructions available on FSSAI website <http://fssai.gov.in> in **jobs @ fssai (careers)**.

Contd....P/2

8. Candidates shall be given two trial passages each of one minute's duration which need not be transcribed. Thereafter, the actual passage shall be dictated. As soon as it is over, the candidates shall return to the transcription room and read their shorthand notes silently for ten minutes. The time for the commencement of the transcription will be announced by the Invigilator/Venue Supervisor as soon as the reading time is over. Thereafter, they will have to complete their transcription including comparison, correction etc. within the stipulated time. The candidate shall have to transcribe the shorthand notes in DOUBLE SPACE.
9. Immediately after the Stenography skill test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the Shorthand passage given to him/her on a separate sheet and will have to write his/her name and Roll No. and affix his/her signature at the end.
10. Candidates should not tear any sheet given to them. When the printout of the transcript typed by him/her is given to him/her, he/she must write his/her roll no. and name on each page, sign and handover the same to the invigilator along with the Shorthand Note book. Candidates are advised that the Shorthand Note book is scrutinized by the FSSAI before finalization of the result of the skill test.
11. Candidates should not take either script or any blank typing paper out of the Examination Hall.
12. Every candidate will be supplied with a photo bearing attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb impression before the beginning of the Test.
13. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
14. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
15. Silence must be observed in the Examination Hall. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
16. Candidates must abide by further instructions, if any, which may be given to them by the Invigilator/Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct, he/she render himself/herself liable to expulsion from the Test or such other penalty as the FSSAI may deem fit.
17. Any request for change in time/date/centre/medium of the test will not be entertained by the FSSAI under any circumstances.
18. Possession of mobile/cellular phones/Calculator/electronic gadgets (whether in use or not) in the examination hall is strictly prohibited. Failure to do so shall invite disciplinary action as the FSSAI may deem fit, including cancellation of candidature. Candidates are advised in their own interest not to bring these gadgets to the examination venue as there will be no facility for safe – keeping.
19. The parameter adopted by FSSAI for stenography evaluation is attached for the information of the candidates.

Sir, coming to the economic condition of the people, I personally feel as it has been stated by our hon. Member in the House, that the economic condition of the people has not at all improved during the last 40 years of the Congress rule. Why we have been talking about it and especially now is because I remember an instance when the hon. Minister here cited the example of Tamil Nadu. The election in Tamil Nadu came up very much during the debates and during that time the hon. Minister cited that during the Dravidian rule, the economy of Tamil Nadu has gone very bad. He has been citing so many instances here. In that connection, I went to the Library and took out the World Bank Report to find out the comparison between the Congress Rule in 40 years and the rule in other countries in these 40 years and how the economy has improved in other countries and how the economy in our country has not improved. I also read in one of the earlier speeches giving a long list of various matters in which the country has not improved. It has been very rightly cited. Mr. Upendra when he compared even the adjoining countries, even our Asian neighbors, and we find that progress made by us during the last 40 years is much less than what has been achieved by adjoining countries like Pakistan and others, especially when we compared with Singapore, Malaysia and even compared with Indonesia, our progress in the economy has been slower than what has been there in those countries. So, when I compare progress made during 40 years of the Congress rule, I feel that our economy has lagged much behind and needs improvement. Our friend has been saying that so much of progress has been achieved and he talked about BhakraNangal Dam and other things in the country.

I wish to draw the attention of this Government, through you and this House, to a matter of very basic importance to the economy, and that is the working of the public sector undertakings. This Government has pledged, I think, about two or three years ago, to bring a White Paper on the working of the public sector undertakings.

Demo

Candidate's Name: Demo

Roll-No: 500003

Sir, coming to the economic condition so the people, I personally feel as it has been stated by our hon. Member in the House, that the economic condition of the people has not at all improved during the last 40 years of the Congress rule. Why we have been talking about it and especially now is because I remember an instance when the hon. Minister here cited the example of Tamil Nadu. The election in Tamil Nadu came up very much during the debates and during that time the hon. Minister cited that during the Dravidian rule, the economy of Tamil Nadu has gone very bad. He has been citing so many instances here. In that connection, I went to the Library and took out the World Bank Report to find out the comparison between the Congress Rule in 40 years and the rule in other countries in these 40 years and how the economy has improved in other countries and how the economy in our country has not improved. I also read in one of the earlier speeches giving a long list of various matters in which the country has not improved. It has been very rightly cited. Mr. Upendra when he compared even the adjoining countries, even our Asian neighbors, and we find that progress made by us during the last 40 years is much less than what has been achieved by adjoining countries like Pakistan and others, especially when we compared with Singapore, Malaysia and even compared with Indonesia, our progress in the economy has been slower than what has been there in those countries. So, when I compare progress made during 40 years of the Congress rule, I feel that our economy has lagged much behind and needs improvement. Our friend has been saying that so much of progress has been achieved and he talked about BhakraNangal Dam and other things in the country.

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Signature of Invigilator.....

Signature of Candidate.....

Type Test Candidate Report

Name: Monu Kumar Tejyan

Roll No : 500003

No. of Words Typed: 418

Type of Mistake	No. of Error	Error Detail
Spelling Mistake	22	{conditions,condidtion,6,6},{of,so,7,7},{our,ou,19,19},{during,durign,37,37},{instance,instrance,61,61},{debates,dabates,84,85},{economy,ecoonomy,99,100},{the,teh,143,144},{other,otehr,146,147},{years,year,151,152},{which,whcih,188,189},{countries,countrie,236,237},{compared,compoared,250,251},{progress,progress,254,255},{than,thatn,261,262},{there,tehre,265,266},{countries,countris,268,269},{attention,atendtion,324,325},{importance,importantacne,339,340},{This,Thie,353,354},{Government,Governmetn,354,355},{the,teh,371,372},
Half Errors	1	{came,cam+e+,78,78},
Miscellaneous Errors	0	

STAFF SELECTION COMMISSION

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES

1. **FULL MISTAKES:** The following mistakes are treated as full mistakes:-
- a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
 - b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
 - c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. **HALF MISTAKES:** The following are treated as half mistakes:-

- a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.

NOTE

- a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.

e) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

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कौशल परीक्षण में प्रयोग होने वाले इन्सक्रिप्ट(मोडिफाइड) की-बोर्ड ले-आउट के विवरण

आयोग के सॉफ्टवेयर में प्रयोग होने वाला की-बोर्ड

ले-आउट नीचे दिए गए अनुसार है :

NORMAL LAYOUT

~	1	२	@	3	#	४	5	%	6	^	7	&	8	*	9	(0)	_	+	=	BS
TAB	Q	W	E	R	T	Y	U	I	O	P	[]	\	/								
CONTROL	A	S	D	F	G	H	J	K	L	:	"	'										RETURN
SHIFT	Z	X	C	V	B	N	M	<	>	?												SHIFT

The character placement convention followed in Inscript-Normal Layout is as shown below.

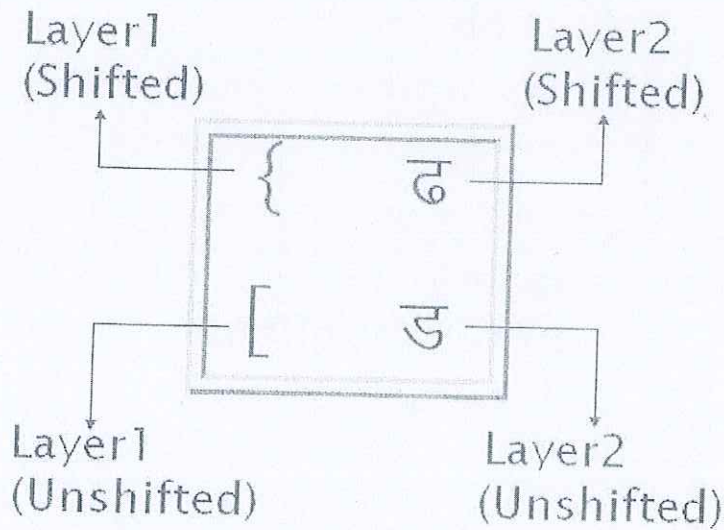


Fig.1

Layer1 characters are shown to identify the key on which the respective Layer2 characters are placed, e.g. character “ड” is placed at the position of “[” in Inscript Normal Layout as shown in Fig.1.

EXTENDED LAYOUT

				\$								+ ऋ	BS
			₹									= ॠ	
TAB		E	R र					I		P	{ ऌ		
		ं	ॠ					ग		ज	[ऍ		
CONTROL		D	F ल			H फ		K ख					RETURN
		ॢ	ॣ					क					
SHIFT		X ॡ				N ङ		< > S					SHIFT
								, ° .					

The character placement convention followed in Inscript-Extended Layout is as shown below.

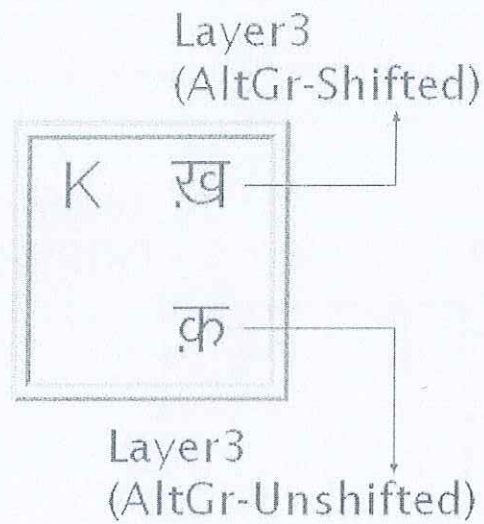


Fig.2

The character "K" is shown to identify the key on which Layer3 characters are placed, e.g. "क" is placed at the Unshifted position of "K" whereas "ख" is placed at the Shifted position of "K" in the Extended (i.e AltGr) Inscript layout as shown in Fig.2.

हिन्दी में टंकण/आशुलिपि कौशल परीक्षण के लिए अनुदेश

1. कर्मचारी चयन आयोग में उपलब्ध सूचना के अनुसार, रेमिंग्टन की-बोर्ड का सचित्र ले-आउट क पर है ।
2. कर्मचारी चयन आयोग के पास उपलब्ध सूचना के अनुसार, रेमिंग्टन की-बोर्ड का प्रयोग करने वाले अभ्यर्थियों को ख में उल्लिखित विशेषताओं को नोट कर लेना चाहिए ।
3. अभ्यर्थियों को सलाह दी जाती है कि वे परीक्षा देने से पहले यथाउल्लिखित उपर्युक्त फॉन्ट और की-बोर्ड ले-आउट से भली-भांति परिचित हो लें ।
4. कर्मचारी चयन आयोग मुद्रित स्रोतों से लिए गए की-बोर्ड ले-आउट तथा उसकी विशेषताओं में किसी असंगतता के लिए उत्तरदायी नहीं होगा ।

रेमिंग्टन की-बोर्ड पूरे अक्षर



आधे अक्षर जो शिफ्ट के साथ लगते हैं



रेमिंगटन की-बोर्ड

रेमिंगटन की-बोर्ड कुछ मात्राओं और व्यंजनों को सीधे प्रस्तुत नहीं करता । दो या अधिक कुंजियों के प्रयोग से ये अक्षर बनते हैं । यह सॉफ्टवेयर इन क्रमों का पालन करता है और आंतरिक रूप से उन्हें एक अक्षर में परिवर्तित कर देता है । उक्त कुंजियों (की) के क्रम की पूरी सूची इस प्रकार है :

अ + ा = आ	ा + े = ो
अ + ा + े = ओ	ा + ै = ौ
अ + ा + ै = औ	ँ + ा = ँ
इ + <u>Ä</u> = ई (र+इ)	ा + ँ = ँ
र + <u>Š</u> = रु	ज + ँ + ँ = ज
ए + े = ऐ	ड + ँ + ँ = ड
प + <u>Š</u> = फ	। + ँ = ङ
उ + <u>Š</u> = ऊ	। + ँ + ँ = ऊँ

रेमिंगटन की-बोर्ड में कुछ अक्षर केवल अपने आधे रूप में ही उपलब्ध हैं । उनका पूरा रूप प्राप्त करने के लिए आप आधे अक्षर के तुरंत बाद आ की मात्रा (ा) का प्रयोग कर सकते हैं । किसी व्यंजन का आधा रूप प्राप्त करने के लिए आप हलंत चिह्न का प्रयोग कर सकते हैं भले ही आधा अक्षर एक अलग की के रूप में उपलब्ध हो ।



**PROCESS NOTE: STENOGRAPHY (DICTATION & SHORTHAND) AND COMPUTER
BASED TRANSCRIPT TYPING**

A. STEP 1: STENOGRAPHY TEST (DICTATION & SHORTHAND)

1. Stenography test shall be conducted in 2 to 3 batches.
2. Admit card, ID proof verification and biometric verification.
3. Documents verification, if required.
4. Candidates shall be seated in a sound proof hall for dictation and short hand, maximum 60 candidates will be allowed in one hall, in case if there are multiple sound proof halls available then we will use recorded dictation, which will be played simultaneously in every hall. We can also use PA System (per installed) in computer labs for dictation.
5. Candidates shall be provided with writing pads and pens on which they will write the transcript.
6. A demo of 2 minutes will be played for candidates, in order to check whether candidates are able to hear the dictation properly.
7. Followed by main dictation. Dictation language, speed and duration shall be provided by the department.
8. Following dictation candidate shall be given 10 minutes to review the transcript.

B. STEP 2: TRANSCRIPT TYPING (SSC STANDARDS)

1. Candidate will enter Roll Number.
2. Candidate will get to see his/her credentials like name, roll number and other details.
3. After verifying the details candidate will get a demo test of 2 minutes, so as to verify that their keyboard is working perfectly.
4. Followed by typing test, duration as decided by department.
5. After completion candidate will take a print out of typed paragraph and as a token of receipt he/she will sign on the printout and hand it over to us.
6. This printout shall be kept by the department for future reference.

**C. EVALUATION PROCESS: BASED ON ACCURACY (AS PER SSC
STANDARDS OR AS DECIDED BY DEPARTMENT)**

PROCESS NOTE: COMPUTER BASED TYPING SKILL TEST (SSC STANDARDS)

1. The paragraph can be displayed on a split window on the candidate's screen OR The candidate will be provided with the paragraph in hard copy. As decided by the department.
2. Candidate will enter Roll Number.
3. Candidate will get to see his/her credentials like name, roll number and other details.
4. After verifying the details candidate will get a demo test of 2 minutes, so as to verify that their keyboard is working perfectly.
5. Followed by typing test, duration as decided by department.
6. After completion candidate will take a print out of typed paragraph and as a token of receipt he/she will sign on the printout and hand it over to us.
7. This printout shall be kept by the department for future reference.
8. Evaluation process: Based on Speed and accuracy (As per SSC Standards OR As decided by Department)

PROCEDURE FOR CONDUCTION OF TYPE TEST ARE AS FOLLOW:

Step-1: Candidate needs to enter his/her correct roll number in the text box appearing in the following figure: After entering the roll number Press Enter.

Organization Name

Roll No : Organization Name

Name : Type Test (English) Time remains : 1

Relax !! Your test has not started. Your test will start only after click on the 'Start Test' button.

Enter Your Roll No:

(If you have any confusion call invigilator)

Step-2: Now Candidate's profile appears on the screen, press confirm button if Candidate's profile is correct else call Invigilator.

Organization Name

Roll No : Organization Name

Name : Type Test (English) Time remains : 1

Roll No 2

Name : Demo

Date Of Birth: 12/10/1987

Date Of Examination :2020-02-11

Time of Examination null

Date Of Examination :2020-02-11 Time of Examination null

Batch No 2

If any of your details are wrong, Do NOT click on Confirm button, please give the correction to the invigilator. If your details are correct click on Confirm.

Confirm Cancel

Step-3: Instructions will appear on the screen and candidate can Click on Start Trial Test. Trial test will be of 2 or 5 minutes as per requirements of the client. This test will ensure that the keys of the key board is working fine.

Organization Name

RollNo : 2

Organization Name

Type Test (English)

Name : Demo

Time remains :1

INSTRUCTIONS

1. The Test is for 10 Minutes for Sleno and 10 minutes for Typing starting from whenever you click the 'Start Test' button on right side
2. Do not give extra Space between words. The passage given should be typed
3. only once. If you finish the typing before the time finishes. click submit button
4. Remember, once you click submit, you will not be able to edit your typed text
5. If the time finishes before you complete the passage the typed text will automatically be saved.
6. Click 'Print' button and then take a print out of the typed text by clicking the 'Print' button and sign on it and submit the printed copy to the invigilator.

Start Trial Test

Organization Name

RollNo : 2

Organization Name

Type Test (English)

Name : Demo

Time Remain 0:50

Type your Trial Paragraph in following White Area

Start Actual Test

Step-4: After Trail Test Candidate will click on Start Actual Test. Before starting the actual test candidates will have to verify that their keyboards are working fine.

This screenshot shows a web-based test interface. At the top, there is a header bar with the text 'Organization Name'. Below this, a navigation bar contains 'RollNo : 2', 'Organization Name', 'Type Test (English)', and 'Time Remain 0:00'. The main content area features a large white rectangular box with the instruction 'Type your Trial Paragraph in following White Area'. Below this box is a button labeled 'Start Actual Test'.

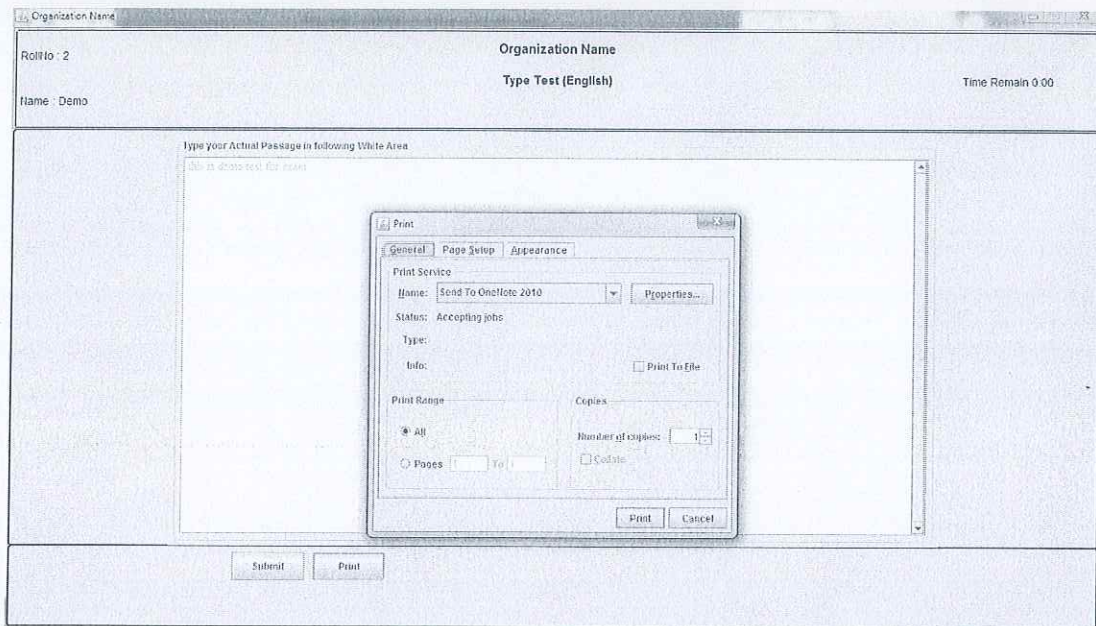
This screenshot shows the same test interface as above, but with a dialog box overlaid on the white text area. The dialog box is titled 'Information to the Candidate' and contains the following text: 'You are agree to Start Test and you are satisfied with keyboard ? Before start test , please check you have actual passage on you seat. If once you start test then Exam Conduction Agency Or Department is not responsible for your time loss.' At the bottom of the dialog box are two buttons: 'Yes' and 'No'. Below the dialog box, the 'Start Actual Test' button is still visible.

Step-5: Candidate will Start the Actual Test and will have the option to Submit the test OR after time is over the test window will freeze. Candidate will not be able to write anything beyond that time.

This screenshot shows a test window titled "Organization Name". The header contains "RollNo : 2", "Organization Name", "Type Test (English)", and "Time Remain 1:50". Below the header is a large text area with the instruction "Type your Actual Passage in following White Area" and the text "this is demo text for exam". At the bottom of the window are two buttons: "Submit" and "Print".

This screenshot shows the same test window as above, but the "Time Remain" is now "0:00". A small dialog box is centered on the screen with the title "Information to the ..." and the message "Data has been Submitted. Successfully.". The "Submit" and "Print" buttons are still visible at the bottom.

Step-6: Candidate will save the test and Take a printout of the typed paragraph.



STENOGRAPHY TEST ENGLISH AND HINDI

1. Stenography test shall be conducted in 2 to 3 batches.
2. Admit card, ID proof verification and biometric verification.
3. Documents verification, if required.
4. Candidates shall be seated in a sound proof hall for dictation and short hand, maximum 60 candidates will be allowed in one hall, in case if there are multiple sound proof halls available then we will use recorded dictation, which will be played simultaneously in every hall. We can also use PA System (per installed) in computer labs for dictation.
5. Candidates shall be provided with writing pads and pens on which they will write the transcript.
6. A demo of 2 minutes will be played for candidates, in order to check whether candidates are able to hear the dictation properly.
7. Followed by main dictation. Dictation language, speed and duration shall be provided by the department.
8. Following dictation candidate shall be given 10 minutes to review the transcript.

TRANSCRIPT TYPING (SSC STANDARDS)

1. Candidate will enter Roll Number.
2. Choose the language like **HINDI OR ENGLISH**, if required.
3. If **HINDI** is selected the candidate will choose from keyboard type, if required. Options are **RAMINGTON** and **INSCRIPT**. We will use **INSCRIPT**.
4. Font to be used for typing test shall be **MANGAL** as per Rashtriya Rajya Bhasha.
5. Candidate will get to see his/her credentials like name, roll number and other details.
6. After verifying the details candidate will get a demo test of 2 minutes, so as to verify that their keyboard is working perfectly.
7. Followed by typing test, duration as decided by department.
8. After completion candidate will take a print out of typed paragraph and as a token of receipt he/she will sign on the printout and hand it over to us.
9. This printout shall be kept by the department for future reference.

EVALUATION PROCESS: Based on accuracy (As per SSC Standards)

PROCEDURE FOR CONDUCTION OF TYPE TEST ARE AS FOLLOW:

Step-1: Candidate needs to enter his/her correct roll number in the text box appearing in the following figure: After entering the roll number Press Enter.

Organization Name

Roll No: Organization Name Time remains: 0

Name: Online Steno(Hindi) Skill Test

Relax !! Your test has not started. Your test will start only after click on the 'Start Test' button

Enter Your Roll No:

(If you have any confusion call invigilator)

Step-2: Now Candidate's profile appears on the screen, press confirm button if Candidate's profile is correct else call Invigilator. Candidate can select Keyboard layout Like Ramington and Inscript and click confirm.

Organization Name

Roll No: Organization Name Time remains: 0

Name: Online Steno(Hindi) Skill Test

Roll No: 1
Name: Demo
Date Of Birth: 12/10/1987
Centre Name: HR
State Name: null
Date Of Examination: 2020-02-11 Time of Examination: null
Batch No: 1

If any of your details are wrong, Do NOT click on Confirm button, please give the connection to the invigilator.

If your details are correct click on Confirm. Choose the type for Hindi Typing

Ramington Inscript

Step-3: Instructions will appear on the screen and candidate can Click on Start Trial Test. Trial test will be of 2 or 5 minutes as per requirements of the client. This test will ensure that the keys of the key board is working fine.

The screenshot shows a web browser window titled "Organization Name". The page header includes "Organization Name" in the center, "RollNo : 1" on the left, and "Time remains : 0" on the right. Below the header, the page title is "Online Steno(Hindi) Skill Test" and the user name is "Name : Demo". The main content area is titled "INSTRUCTIONS" and contains a list of seven instructions:

1. The Test is for 40 Minutes, starting from whenever you click the 'Start Test' button on right side
2. Do not give extra Space between words
3. The passage given should be typed only once. If you finish the typing before the time finishes. click save button
4. Remember, once you click save, you will not be able to edit your typed text.
5. If the time finishes before you complete the passage the typed text will automatically be saved.
6. Click 'Print' button and then take a print out of the typed text by clicking the 'Print' button and sign on it and submit the printed copy to the invigilator.

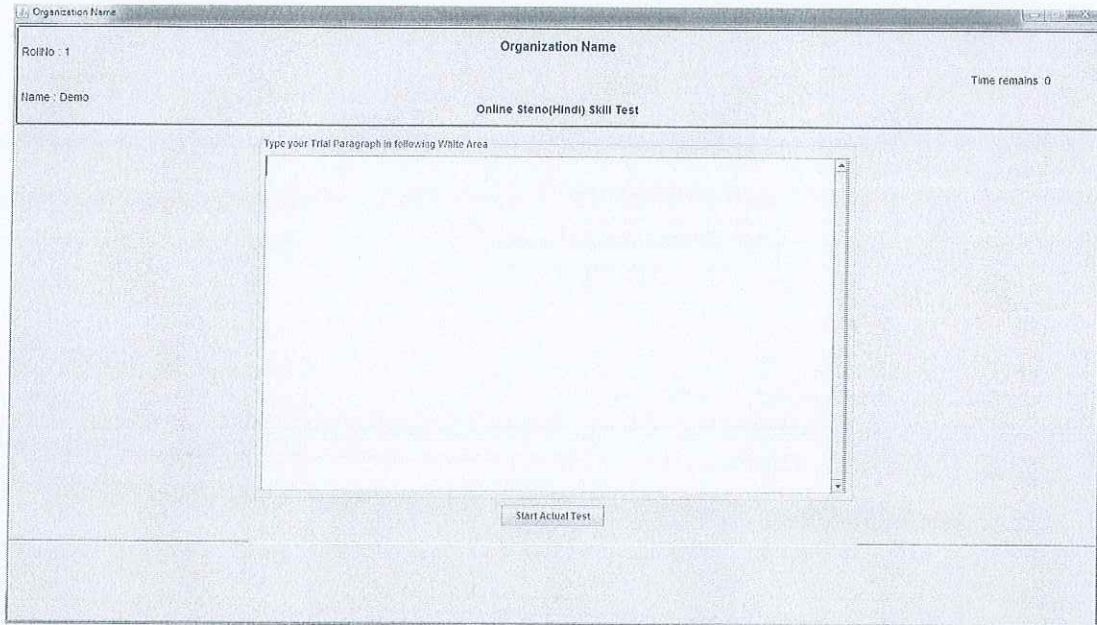
A "Start Trial Test" button is located to the right of the instructions.

The screenshot shows the same web browser window as above, but now with a "Start Actual Test" button at the bottom. A large white text area is visible, with the instruction "Type your Trial Paragraph in following White Area". A modal dialog box titled "Information to the Candidate" is displayed in the center, containing the following text:

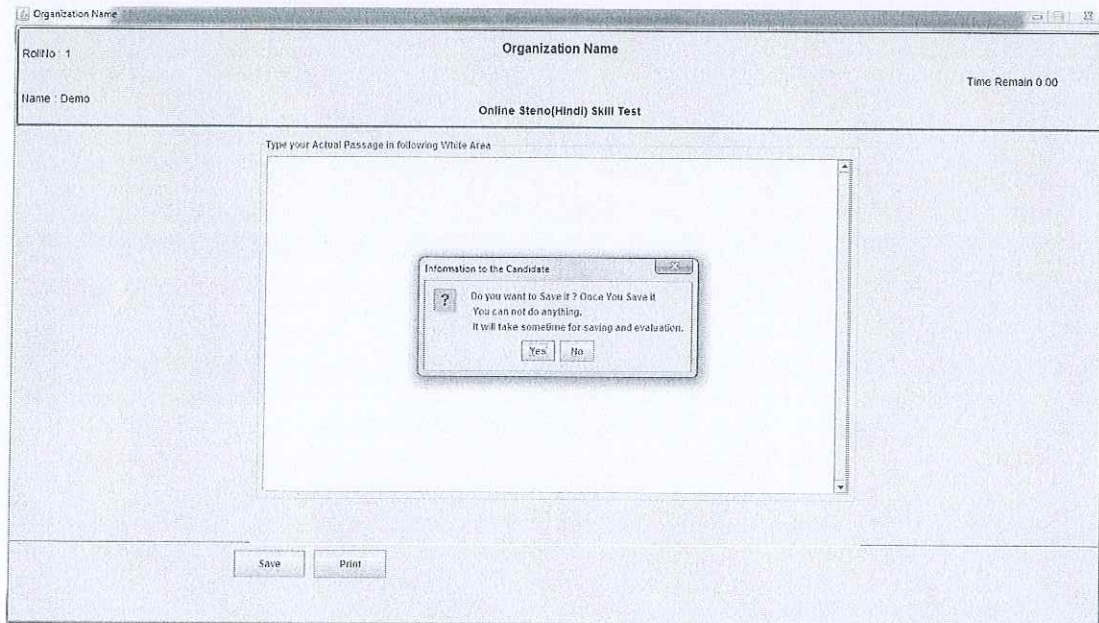
? You are agree to Start Test and you are satisfied with keyboard ? Before start test , please check you have actual passage on you seat . if once you start test then Exam Conduction Agency Or Departmenet is not responsible for your time loss.

The dialog box has "Yes" and "No" buttons at the bottom.

Step-4: After Trail Test Candidate will click on Start Actual Test. Before starting the actual test candidates will have to verify that their keyboards are working fine.



Step-5: Candidate will Start the Actual Test and will have the option to Submit the test OR after time is over the test window will freeze. Candidate will not be able to write anything beyond that time.



Step-6: Candidate will save the test and Take a printout of the typed paragraph.

