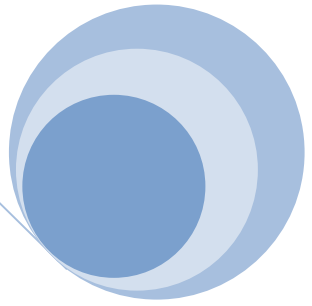


Skill Test in Typing/Data Entry/Word Processing/Transcription of Stenography



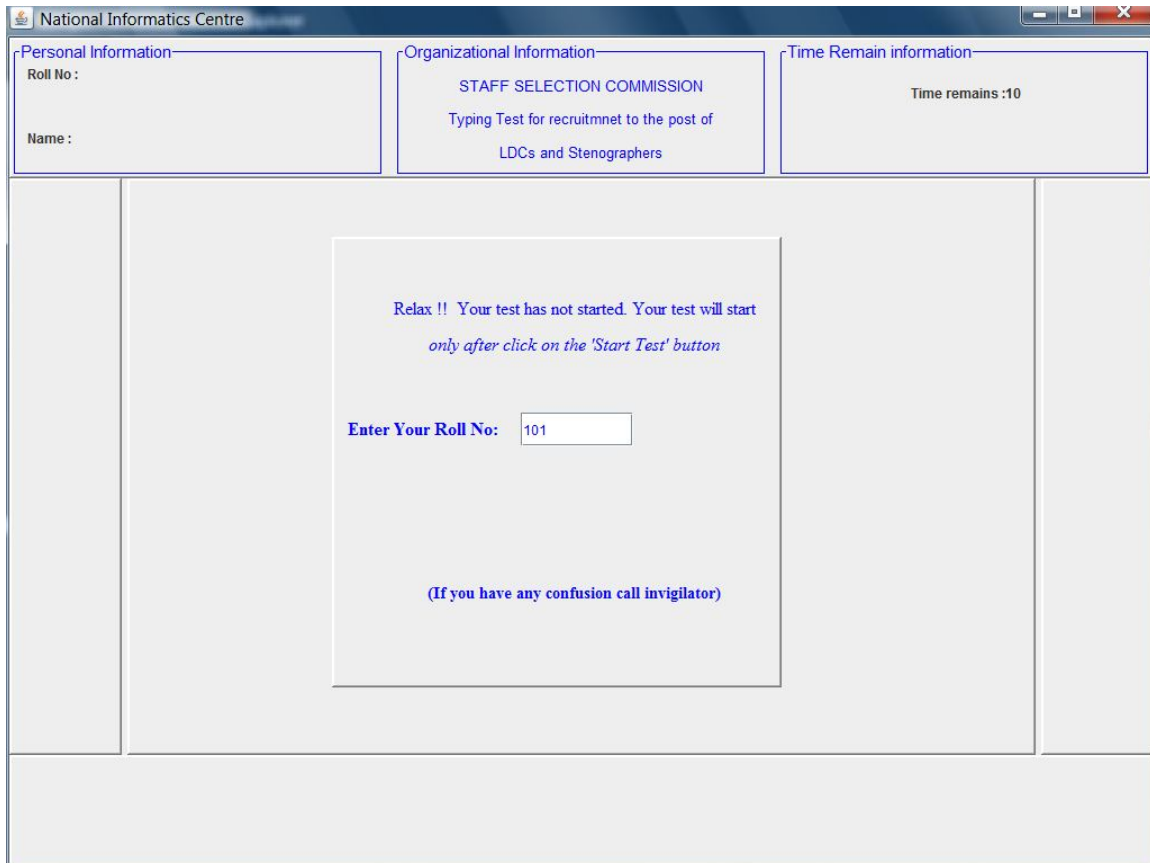
User Manual

Staff Selection Commission



STEP BY STEP GUIDE

Step-1: Candidate needs to enter his/her roll number in the text box appearing in the following figure:



The screenshot shows a web application window titled "National Informatics Centre". The interface is divided into three main sections at the top: "Personal Information", "Organizational Information", and "Time Remain information".

- Personal Information:** Contains labels for "Roll No:" and "Name:".
- Organizational Information:** Displays "STAFF SELECTION COMMISSION" and "Typing Test for recruitmnet to the post of LDCs and Stenographers".
- Time Remain information:** Shows "Time remains :10".

The main content area features a central instruction box with the text: "Relax !! Your test has not started. Your test will start only after click on the 'Start Test' button". Below this, there is a prompt "Enter Your Roll No:" followed by a text input field containing the number "101". At the bottom of this box, it says "(If you have any confusion call invigilator)".

Note: There may be variation in the screen depending on the skill test and examination.

Step-2: After entering the roll number Press Enter.

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

The screenshot shows a window titled "Staff Selection Commission" with three main sections at the top:

- Personal Information:** Roll No : and Name :
- Organizational Information:** STAFF SELECTION COMMISSION, Assesment Test for the post of Typist
- Time Remain information:** Time remains : 5

The main content area displays the following candidate details:

- Roll No: 123456789
- Name : SIRAJ UL HAQ
- Date Of Birth: 17.07.1979
- Centre Name : Raipur
- State Name: CG
- Date Of Examination : 08.08.2010 Time of Examination: 10:10 am
- Batch No: 1

Below the details, there is a confirmation instruction: "If any of your details are wrong, Do NOT click on Confirm button, please give the correction to the invigilator." and a "Cancel" button. Below that, it says "If your details are correct, click on Confirm." and a "Confirm" button.

Step-3: Read the instructions for the type test. Now press the Start Trial Test button on the right side to begin entry/typing of Test passage. Once the Start Trial Test button is pressed trial test will be started immediately. Time remaining for the test will start showing on upper right corner of the screen.

The screenshot displays a web application window titled "Staff Selection Commission". It is divided into three main sections at the top:

- Personal Information:** RollNo : 123456789, Name : SIRAJ UL HAQ
- Organizational Information:** STAFF SELECTION COMMISSION, Assesment Test for the post of Typist
- Time Remain information:** Time remains : 5

The main content area contains a box titled "INSTRUCTIONS" with the following numbered list:

1. The Test is for 10 Minutes, starting from whenever you click the 'Start Test' button on right side
2. Do not give extra Space between words
3. Do not give extra Space between words
4. The passage given should be typed only once. If you finish the typing before the time finishes, click save button.
5. Remember, once you click save, you will not be able to edit your typed text.
6. If the time finishes before you complete the passage the typed text will automatically be saved.
7. Click 'Evaluate' 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.

To the right of the instructions is a button labeled "Start Trial Test".

When the duration of the test is over candidate would not be able to type further.

Note: Duration of the trial passage will be 5 minutes for typing/Data Entry/ Word processing.

Note: Duration of the Actual Test will be 10 minutes for typing and 15 minutes for data entry/word processing. For transcription of stenography, the duration for transcription will vary depending on speed of dictation and language.

Step-4: The following white space area will be visible to you for typing after pressing the 'Trial Test Button'.

Staff Selection Commission

Personal Information
RollNo : 123456789
Name : SIRAJ UL HAQ

Organizational Information
STAFF SELECTION COMMISSION
Assesment Test for the post of
Typist

Time Remain information
Time Remain 4:58

Type your Trial Paragraph in following White Area

Start Actual T...

At the bottom of the page, 'Start actual Test' button will also appear. When trial test is over then, White space area will be disabled so that you cannot typed further, and 'start Actual Test' button will be enabled so that you can start your actual test.

Step-5: When you press 'Start Actual Test' then actual test will commence. The actual test screen is shown below.

The screenshot shows a web application window titled "Staff Selection Commission". The interface is divided into three main sections at the top: "Personal Information", "Organizational Information", and "Time Remain information".

- Personal Information:** RollNo : 123456789, Name : SIRAJ UL HAQ
- Organizational Information:** STAFF SELECTION COMMISSION, Assessment Test for the post of Typist
- Time Remain information:** Time Remain 14:55

Below these sections is a large white area for typing, with the instruction "Type your Paragraph in following White Area". At the bottom of the window, there are three buttons: "Save", "Print", and "Browse".

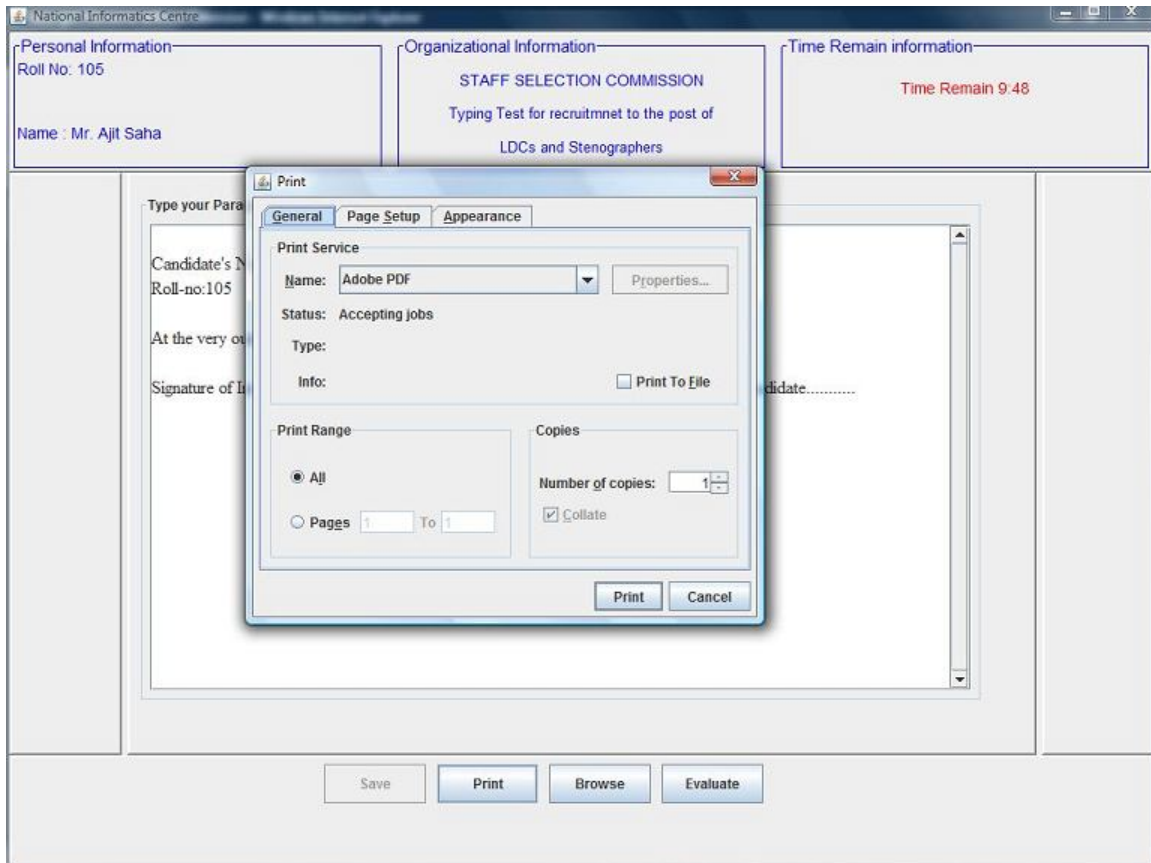
Note 1: If you finish typing/entering data/ transcribing before expiry of allocated time, do not repeat the passage and use the spare time for correction of errors in the script/data.

Note 2: You should press the '**SAVE**' button only after the duration of the test or completion of the typing/entering/correction which ever is earlier. Once 'SAVE' button is pressed, no further changes can be made in the script/data/transcript

Note-3: Unless 'SAVE' button is pressed, the text/data entered by you will not be saved. Therefore, ensure that 'SAVE' button is pressed at the end of the test.

Note 4: The Commission will not be responsible for loss of data due to failure to press the 'SAVE' button.

Step-6: Initially the **Print** button is set to disable. Once the save button is pressed or the test is finished **Print** button will get enable. **Print** button should be used to get the print-outs of desired file.



Note : The Commission may dispense with print-outs of text generated or transcripts.

Step-7: There may be a situation when printer will not be able to print the desired document due to some reasons. In such situation, candidates may seek help from the Invigilator. He will click the Browse button to open the desired typed file. Whenever the Invigilator click the Browse button a dialog box will appear and ask for the Invigilator's username and password. If the password and username of invigilator are verified then only Invigilator can browse the typed file. Now the print-out of typed file can be taken easily.

National Informatics Centre

Personal Information
Roll No: 101
Name : Mr .Ajit Saha

Organizational Information
STAFF SELECTION COMMISSION
Typing Test for recruitmnet to the post of
LDCs and Stenographers

Time Remain information
Time Remain 4:58

Type your Paragraph in following White Area

Enter User ID and Password

User ID

PassWord

Note: The Commission may dispense with print-outs of text/data/transcript.

Note: In case of Hindi Typing Remington keyboard and Lohit Hindi font have been used.