

INSTRUCTIONS FOR DOMAIN SKILL TEST FOR THE POST OF JUNIOR SECRETARIAT ASSISTANT, (Advt.No. 258/2025), ON 25.04.2026 (SATURDAY) AT NITTTR, SECTOR 26, CHANDIGARH

Reporting Time:

All the shortlisted candidates are requested to report in the Auditorium at NITTTR, Chandigarh on **25.04.2026 at 9.00am** for Documents Verification and Domain Skill Test.

Domain Skill Test will be held in **Three Batches** as detailed below:

Batch	Time	Candidates (all specified categories of Junior Secretariat Assistant post)
First Batch (English)	11.00am – 12.00noon	20
Second Batch (English)	12.00 noon – 1.00pm	20
Third Batch (English)	1.00pm – 2.00pm	10

General Instructions

1. Candidate must bring the copy of e-Admit Card downloaded at the time of Written Test held on 18.01.2026 (Sunday) and he/she must carry one Govt. approved Photo Identity Proof (in original) during the Domain Skill Test.
2. Candidate shall put his/her signature on the Attendance Sheet for Document Verification and Domain Skill test separately. He/she will handover the e-Admit Card to the invigilator during Domain Skill test. Biometrics of candidates will be recorded and shall be compared with already recorded during written test.
3. Pin-drop silence is required at the time of typing. Candidates will be provided with a computer, keyboard and mouse.
4. Candidates shall test the computer system for its use, before typing the given para and give an undertaking that he/she is satisfied with the computer system.
5. Candidates should have minimum typing speed of 30 w.p.m.
6. 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.
7. 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.**

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8. Do not use any special key or any other key at the time of the test, 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.
9. 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.
10. Be patient during test and keep calm. You can contact the invigilator for any problem, such as:-
 - i. Key-board error
 - ii. Computer system automatic shutdown
 - iii. Power interruption
 - iv. Browser crash
 - v. Artificially expiring session
11. 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.
12. 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.
13. Typing test will be submitted automatically as per the given time.
14. No internet access will be provided to the candidate during the test. Any candidate found using internet will be disqualified by the Competent Authority.

TYPING SPEED TEST INSTRUCTIONS

General Instructions:

1. The duration of the typing test will be of 10 minutes.
2. The typing test will be conducted on the computer using typing software. The typing test will be evaluated by the software and result will be displayed instantly, including all the typing errors.
3. The candidates are supposed to type the text exactly as provided in the given chunks of text.
4. To clear the test, the candidate must have a minimum Net typing Speed of 30 words per minute. Maximum 8% mistakes would be permissible to pass the test, meaning thereby that at least 92% accuracy is required in addition to the typing speed.
5. Proper care has to be taken for spaces while typing punctuation marks. Wrong spacing of punctuation marks will be treated as space error.
6. Some of the keys of the keyboard, which are not relevant to the typing test software, would remain non-functional during the typing test.

7. The typing software records all key combinations pressed by the candidate during typing test. Candidate is strongly advised not to press any illegal combinations, such as, Microsoft Windows Key combinations like Windows + L, Ctrl + Alt + Del, etc. In such cases candidate will be responsible for the loss of time or any other inconvenience caused. No extra time or chance will be given in such case.

Evaluation instructions:

1. Definition of a "word" has been standardized to five characters, including spaces and punctuation.
2. The paragraph given for typing will be displayed on the screen in chunks of 3 lines of text, and the candidate has to type the matter **exactly**. Extra words (not found in the text) and characters typed by the candidate will be considered as mistake(s). Omission of any punctuation mark will also be treated as a mistake.
3. Each chunk of text will contain approximately 42-44 words and after typing 80% of text in current chunk, candidate can use the Enter key or down arrow key to move to next chunk of text. There is penalty for skipping the words, so candidate should take care that all the words given in the chunk are typed. For editing the text, Up arrow key can be used to move to previous line while PgUp and PgDn keys can be used to move to previous or next chunks of text.
4. Spaces, numbers, letters, punctuation and enter key are all counted as characters for calculating gross speed, but extra spaces, extra enter keys and any function keys such as Shift, Alt or Backspace will not be counted.
5. Calculation of Errors / Mistakes
 - (i) **Full mistakes:**
 - For every omission of a word/figure.
 - For every substitution of a wrong word/figure.
 - For every addition of a word/figure not found in the passage.
 - 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 seplings; seplling; spelng; seepling etc.
 - For repetition of word/figure, eg. 'I shall shall be grateful.....'"
 - Incomplete words (half typed words) will be treated as mistake.
 - Punctuation Errors: Where the punctuation mark is omitted or added or substituted by another.
 - 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.
 - 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.
 - The repetition of one or more lines will be considered as one mistake.
 - Any corrections made by pen or pencil will be treated as a mistake.

- (ii) **Half mistakes:**
- 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).
 - Wrong Capitalisation: Wrong typing of a capital letter for small letter or vice-versa.
 - Transposition Errors: Where words are transposed, e.g. the words "I hope' typed as 'hope I'.
6. **Typing speed and accuracy percentage are calculated as follows:**
- Gross characters = total number of characters typed
 - Error characters = number of mistakes x word length (i.e. 5)
 - Net characters = Gross characters - Error characters
 - Gross speed (in words per minute) = Gross characters / (word length × test duration in minutes)
 - Net speed (in words per minute) = Net characters / (word length × test duration in minutes)
 - Accuracy Percentage = (100 x Net characters) / Gross characters.
 - **Note:-** Gross speed / Net Speed is always in integer, the decimal part is truncated. So for example, if the Gross characters typed in 10 minutes are 298, then the Gross Speed = 29 and not 29.8
7. For incorrect words, the extra characters typed, which are more than the length of the reference word, are ignored for determining the gross speed.
8. For extra words typed, irrespective of the characters typed in the word, the characters to be considered for gross speed are 5.

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