

## **INSTRUCTIONS TO THE CANDIDATES**

- 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.
- Candidates are required to use **Tab Key** for beginning of any Para; rather than giving spaces manually. Every Para, where the space given without pressing the **Tab Key**, will be treated as a half-mistake.
- Candidates are **Not** required to repeat the passage, if he/she has completed the passage once and has time in his/her disposal, however they are allowed to revise and correct their mistakes and inaccuracies, if any, during the prescribed time.
- The “**Backspace**” key will remain **Enable** during the typing test, the use of Backspace key will not counted as mistake.
- After every Punctuation mark, only **One** space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.
- Any irrelevant matter/numerical typed will be treated as a mistake.
- Any incomplete word arising due to any reason, will be treated as one full mistake

## GUIDELINES FOR EVALUATION OF TYPING TEST/DEST SCRIPTS

### NATURE OF MISTAKES

A. **Full Mistakes** : The following errors are treated as full mistakes :-

- i. For every omission of a word/figure.
- ii. For every substitution of a wrong word/figure, except transposition of words.
- iii. For every addition of a word/figure not found in the passage.
- iv. 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 seeplings; seplling; speling; seepling; spelling etc.
- v. For repetition of word/figure, e.g. 'I shall shall be grateful .....
- vi. Incomplete words (half typed words will be treated as mistake).

B. **Half Mistakes** : The following errors are treated as half mistakes :-

- i. **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 have', 'I h ave' (space left between a word).
- ii. **Wrong Capitalisation** : Wrong typing of a capital letter for small letter or vice-versa.  
(This does not apply in respect of Hindi Typewriting scripts)
- iii. **Punctuation Errors** : Where the punctuation mark is omitted or added or substituted by another.
- iv. **Transposition Errors** : Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.
- v. **Paragraphic Errors** : Half 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 half-mistake.

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