

INSTRUCTIONS TO THE CANDIDATES

1. The Examination, "Type Writing and Shorthand Writing and Transcription Test" will be conducted batch-wise and will be completed in duration of 3 hours for a batch.
2. The Examination will be conducted as per the following schedule on each of the examination days:

Batch No.	Start of Reporting	Last Time of Reporting	Announcement of process/ procedures to the candidates	Commencement of Examination
1.	08.00 AM	08.30 AM	08.40 AM	09.00 AM
2.	12.00 Noon	12.30 PM	12.40 PM	01.00 PM
3.	03.00 PM	03.30 PM	03.40 PM	04.00 PM

3. Candidates will be allowed to enter the Academic Block (NEILIT) after the verification of the Identity with the details printed on the Admission Certificate. No candidates will be allowed to enter after the last time of reporting.
4. Once the candidates enter the Examination Hall, they will be briefed about the Examination process.
 - (a) The candidates will have to enter individual Roll No. while signing in the software.
 - (b) The duration of the Type Test will be of 10(Ten) minutes. Candidates will be supplied a passage which is required to be typed within the given time.
 - (c) If the machine of any candidate goes out of order during his/her Test, the candidate should not shout or disturb others but should remain seated quietly. Decision in such cases will be taken after the Test of his/her batch is over.
 - (d) Candidates will start Typing the provided passage only after the commencement bell.
 - (e) If any candidate completes typing of the passage before the allotted time, he/she should repeat typing of the passage from the beginning and continue typing until the expiry of the allotted time.
 - (f) Candidates must stop Typing as soon as the stop bell is given. Candidates shall remain at their respective desk and wait until their scripts are collected and accounted for.
 - (g) A copy of print of the typed document will be taken after the end of the English Type Test and the signature of respective candidates will be taken on their respective sheets. The printed document will be then collected by the invigilators.
5. The Shorthand Writing and Transcription Test will be conducted after completion of the English Type Test.
 - (a) Shorthand Writing notebook will be supplied to the candidates.
 - (b) Candidates should bring his/her own Shorthand Writing pencil and eraser.

6. The procedure for Dictation and Transcription shall be as follows:

Dictation of the Passage (at 100 wpm)	Time allotted to Study the Shorthand Note	Transcription
5(five) minutes	5(five) minutes	35(thirty-five) minutes

- (a) Before the commencement of real dictation, candidates will be given a trial dictation of 2(two) minutes duration. Thereafter, the real dictation will be given.
- (b) As soon as the dictation is over, candidates should proceed to the transcription table. Then the candidates will be asked to enter their individual Roll No. while signing in the software and read his/her shorthand note silently for 5(five) minutes.
- (c) Time for commencement of the transcription will be announced as soon as the adjustment of the machine is over by ringing a bell. Thereafter, he/she will be given a time of 35 (thirty-five) minutes to complete his/her entire work i.e. transcription, comparison etc. The end time will also be announced by ringing a bell.
- (d) The candidates must transcribe the shorthand note with the computer provided to his/her table.
- (e) Transcription of the passage or a part thereof by handwriting will not be acceptable.
- (f) A print of the typed document will be taken after the end of the test and the signature of respective candidates will be taken on their respective sheets. The printed document will be then collected by the invigilators.
