

**TRIPURA PUBLIC SERVICE COMMISSION
AGARTALA**

INSTRUCTION TO CANDIDATES FOR TYPE TEST

1. The Examination, "Type Writing Test" will be conducted batch-wise and will be completed in duration of 2(two) 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 Test
1	10 AM	10.30 AM	11 AM	11.30 AM
2	11 AM	11.30 AM	12 Noon	12.30 PM
3	12 Noon	12.30 PM	1 PM	1.30 PM
4	1 PM	1.30 PM	2 PM	2.30 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 provided passage (**soft copy, will appear in the Monitor**) 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 inform the Invigilator immediately. 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.