भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli

Non-Faculty Recruitment
(Ref. No. EST-I/A-02/2024/001, Dated March 13, 2024)

December 06, 2024

PROCEDURES & GUIDELINES FOR TYPING TEST

Sl. No.	Position	Essential Typing Skill Requirement	Marks
1	Administrative Assistant	• Min. typing speed of 35 w.p.m	10 Marks

(Duration: 10 Minutes for Typing Test in English)

1. Candidates should not bring any other item inside the Computer Lab except their Hall Ticket.

2. Candidates may contact the Invigilators/Test Conducting Officials for any problem[s] during the Test - for example: - (i) Any fault/error in the keyboard. (ii) Switching off computers automatically. (iii) Interruption of power supply.

3. The invigilator/s will announce the start and stop time of the test.

4. Candidates are required to type the following on the top (header) of every page before start typing the passage. The invigilator/s would assist in entering the details in the header.

    a) Name, Application Number, and Position Applied

5. The Typing Test will contain a passage of 350 words printed in English. Candidates will be given the printed test paper before the typing test. Candidates are required to type the exact contents (replica of the same) which is available in the Test paper in 10 minutes using the Microsoft Word application in the provided Computer system.

6. Candidates are required to use Times New Roman font with a font size of 12 and 1.5-line spacing. Spelling and Grammar check/ Auto-correct option in the Microsoft Word application will be switched off/deactivated in all Computer systems and the candidates are strictly instructed not to turn it on.

7. Candidates are required to save the typed file in the Computer System. The institute will not be responsible for the loss of files, if any.

8. After completion of the typing test, the candidate with the support of the invigilator must print the sheets he/she has typed and processed. Candidates are required to affix their signature on the typed sheets and hand over the printout of the typed sheets with the Test Paper to the invigilator/s. The invigilator/s will also affix his/her signature on all the sheets. The candidates should abide by instructions given by the invigilator/s.

9. The Answer sheets (each page) without a correct and clear Name, Application Number, Position Applied, and Signature will not be evaluated and no marks will be awarded.

10. Candidates committing more than 25 mistakes in the transcript will get a Nil Mark in the Typing test. The Marks shall be awarded as follows:

    a) Nil Mistake   -   10 Marks
    b) Up to 5 Mistakes   -   9 Marks
    c) 6 to 10 Mistakes   -   7 Marks
    d) 11 to 15 Mistakes   -   5 Marks
    e) 16 to 20 Mistakes   -   3 Marks
    f) 21 to 25 Mistakes   -   1 Mark
    g) More than 25 Mistakes -   Nil Mark

11. For evaluation of transcripts of the Typing Test (English), the following will be treated as Mistakes:

    a) For every omission of word/figure.
    b) For every substitution of a wrong word/figure.
    c) For every addition of a word/ figure not found in the passage.
    d) 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., hope I have, 'Ih ave'
    e) For every spelling error, committed by way of repetition/addition/ transposition/omission/substitution of a letter/letters e.g. The word 'spelling' is typed as seeplings, etc.
    f) Wrong capitalization: wrong use of capital letters for small letters and vice-versa.
    g) Formatting Errors: omitting comma, bolding, underlining, italics, etc.
    h) The typed content and other symbols if any, do not exactly match the contents in the Test paper.

12. Once the typing test is over and the printout is taken, the candidates will not be permitted to recheck the printed answer sheet.

13. The Institute reserves the right to amend or relax the modalities/criteria if required at any point in time. The decision of the Institute in this regard will be final and cannot be challenged.

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